

PERSONELL

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Mr. William C. Rapp  
2438 SE Salmon  
Portland, OR 97214

Dear Bill:

This is to confirm your selection for the position of Committee Administrator for the Multnomah County Charter Review Committee. You are officially hired as of September 18, 1989.

We are pleased that you have accepted our offer of employment and are looking forward to a mutually beneficial working relationship.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



cp  
3:00  
LB  
August 30, 1989

William C. Rapp  
2438 S.E. Salmon  
Portland, Oregon 97214

Ann Porter, Chair  
Charter Review Committee  
1021 S.W. Fourth Ave., Room 134  
Portland, Oregon 97204

Dear Ms. Porter:

In response to your newspaper advertisement, I am enclosing my resume to be considered as an application for the position of administrator with your organization.

The position of administrator with the Multnomah County Charter Review Committee interests me because I have a strong desire to deal with public policy issues in local government and have attempted to form a career background conducive to that goal.

As you can see from my resume, I am an attorney and have held several positions combining my legal training with administrative and political skills and my knowledge of local government. For example, I was last employed by the City of Eugene where I promoted the city's agenda during the legislative session, working closely with city staff and elected officials. In the 1987 legislative session, I worked as an assistant to the late Senator Bill Frye where my administrative duties included reviewing and analyzing reports, writing summaries and correspondence, framing policy issues, and supervising the work of others. I am sensitive to political nuances and ramifications and confident that my legal education, administrative skills and local government experience, together with the rest of my background, would prove valuable as administrator of the Charter Review Committee.

I hope to hear from you soon to discuss my working for your organization.

Sincerely,

*Bill Rapp*

William C. Rapp



**William C. Rapp**  
2438 S.E. Salmon  
Portland, Oregon 97214  
(503) 233-4116

## **EMPLOYMENT**

Legislative Assistant, 1989 Legislative Session  
CITY OF EUGENE  
Eugene, Oregon

Duties: Developed legislative strategies, prepared and delivered positions and testimony, drafted proposed legislation, coordinated with the League of Oregon Cities, developed relationships with legislators, legislative staff and other parties, represented Eugene to state officials and agencies, provided departmental and administrative support.

Legislative Assistant, 1987 Legislative Session  
SENATOR WILLIAM (BILL) FRYE  
Salem, Oregon

Duties: Reviewed and analyzed legislation, monitored legislative committees and specific legislation, drafted legislation, managed constituent correspondence and assistance, conducted legal research.

Associate, January 1986 - December 1986 and July 1987 - December 1988  
WAYNE C. RAPP & ASSOCIATES  
Hillsboro, Oregon

Duties: Managed general practice case load including: legal research and writing, client contact, trial preparation, negotiation, settlement and court appearances.

Law Clerk, November 1984 - November 1985  
O'DONNELL, RAMIS, ELLIOTT & CREW  
Portland, Oregon

Duties: Prepared a wide variety of documents in land use and municipal law including memorandums, applications, findings, pleadings, motions and briefs. Developed land use appeals handbook.

Law Clerk, July 1983 - April 1984  
GREEN, GRISWOLD & NEUBERGER  
Portland, Oregon

Office Assistant, Summer 1981  
MULTNOMAH COUNTY DISTRICT ATTORNEY'S OFFICE  
Portland, Oregon

Intern, 1979 Legislative Session  
REPRESENTATIVE MAE YIH  
Salem, Oregon

## **EDUCATION**

NORTHWESTERN SCHOOL OF LAW OF LEWIS AND CLARK COLLEGE - Portland, Oregon  
J.D. May 1984

WILLAMETTE UNIVERSITY - Salem, Oregon  
B.S. Political Science, English 1979  
Member of two national honor societies

**REFERENCES AND WRITING SAMPLES AVAILABLE UPON REQUEST**



## REFERENCES

Linda Lynch  
Director, Intergovernmental Relations  
City of Eugene  
777 Pearl Street, Room 105A  
Eugene, Oregon 97401  
503/ 687-5177

Katy Gullette  
1041 Park Avenue  
Eugene, Oregon 97404  
503/ 689-2988  
503/ 683-6501

Adrianne Brockman  
Attorney At Law  
City Attorney's Office  
1220 S.W. Fifth Avenue  
Portland, Oregon 97204  
503/ 248-4047  
503/ 636-3985

2438 S.E. Salmon  
Portland, OR 97214

Ann Porter, Chair  
Multnomah County Charter Review  
Committee  
1021 S.W. Fourth Ave., Room 134  
Portland, Oregon 97204



NAME: RappDATE: 9/6/89

TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	3		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	5		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	5		
9. Knowledge of County protocol.	3		
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	5		
12. Skill in operating computer/word processor.	0		

TOTAL 51

NAME:

William C. Rapp

DATE:

9/7/89

TITLE: Committee Administrator

YES

LIMITED

NO

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	5		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	5		
9. Knowledge of County protocol.	5		
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.		3	
12. Skill in operating computer/word processor.			0

50  
3  
53

TOTAL

53L. Vanden Berg



LB

NAME: Wm. Rapp

DATE: 9-7-89

TITLE: Committee Administrator

	YES	LIMITED	NO
<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	X		
2. Ability to write clearly and concisely.	X		
3. Ability to communicate orally with people from varying backgrounds.	X		
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.	X		
8. Knowledge of State and County laws pertaining to stucture and authority of governing bodies.	X		
9. Knowledge of County protocol.	X		
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.		X	
12. Skill in operating computer/word processor.			X

TOTAL 53

af 1  
August 6, 1989

LB  
DP  
AUG 09 1989

Delma Farrell  
Room 134, County Courthouse  
1021 S.W. Fourth Avenue  
Portland, Oregon 97204

Subject: Multnomah County Home Rule Charter Committee Staff

Dear Ms. Farrell:

Lana Butterfield suggested that I contact you about the principal staff position on the Multnomah County Home Rule Charter Committee. I have just finished a job as a committee administrator for the state legislature and I am looking for a new position. I am an attorney and I enjoy public policy analysis. I enclose my resume.

Sincerely yours,

*Michael Taylor*

Michael Taylor  
2891 N. Emerson  
Portland, Oregon 97217  
289-5073

Declined on telephone, will accept  
9/8/89 \$40,000 only.

55

55

56

166



## **MICHAEL TAYLOR**

2891 N. Emerson  
Portland, Oregon 97217  
(503) 289-5073

### **EDUCATIONAL & PROFESSIONAL**

Member, Oregon State Bar since 1976  
University of Oregon Law School, J.D., 1976  
Stanford University, B.A., 1965  
Teaching Credential, Adult Basic Subjects, State of California

### **WORK EXPERIENCE**

**Administrator**, House Committee on Business and Consumer Affairs, Oregon Legislature, Salem, Oregon. January to July 1989. Legal and policy analysis of legislation in areas of banking, insurance, consumer protection, and professional licensing. Responsible for day-to-day operation of committee.

**Attorney**, Federal Deposit Insurance Corporation Legal Division, Portland, Oregon. May 1985 to January 1989. Represented the agency in areas of secured transactions, promissory notes, real estate, claims against closed banks, confidentiality of bank customer information, collection, and other areas of banking law.

**Cook**, Hotel Edelweiss, Taos Ski Valley, New Mexico.  
December 1983 to April 1985.

**Attorney**, Legal Aid Service, Portland, Oregon. August 1976 to October 1983. Lobbyist for low income clients during 1977, 1979, and 1981 state legislative sessions. Researched, drafted, prepared testimony for, and lobbied many bills, especially in areas of housing, consumer, welfare, and nursing homes. Represented clients between legislative sessions, mostly in areas of landlord-tenant, consumer, and juvenile law.

**Teacher**, Various schools for adults and teenagers in New Mexico, Massachusetts, and California. 1966 to 1972. Taught students how to read, write, and do arithmetic.

### **PERSONAL**

I like to cook, ski, garden, play the banjo, read poetry, and travel. I am a volunteer board member of several organizations.

### **REFERENCES**

Richard T. Aboussie, Senior Attorney  
FDIC Legal Division  
P.O. Box 7549  
Long Beach, California 92658  
(714) 975-3485

Laird Kirkpatrick, Professor of Law  
University of Oregon Law School  
Eugene, Oregon 97403  
(503) 686-3854

Representative Dave McTeague  
3385 S.E. Willamette Avenue  
Milwaukie, Oregon 97222  
(503) 653-7639

LB

NAME: Michael TaylorDATE: 9-7-89TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>	YES	LIMITED	NO
1. Ability to work well with people from varying backgrounds.	X		
2. Ability to write clearly and concisely.	X		
3. Ability to communicate orally with people from varying backgrounds.	X		
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.	X		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	X		
9. Knowledge of County protocol.		X	
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.		X	
12. Skill in operating computer/word processor.	X		

TOTAL 56



NAME: Taylor, Michael

DATE: 9/6/89

TITLE: Committee Administrator

	YES	LIMITED	NO
<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	5		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	5		
9. Knowledge of County protocol.	5		
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	5		
12. Skill in operating computer/word processor.	0		

op  
TOTAL 55

NAME:

Michael Taylor

DATE:

9/7/89

TITLE: Committee Administrator

YES

LIMITED

NO

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	5	37	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	5		
9. Knowledge of County protocol.	5		
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	5		
12. Skill in operating computer/word processor.			0

55

TOTAL

55L. Vanden Berg



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Margaret R. Genne  
2545 NE 43rd Avenue  
Portland, OR 97213

Dear Margaret:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

It was a pleasure meeting with you and exchanging information about our Administrator position. The competition was exceptionally keen. Though you have not been selected for the position, we appreciate the time you took to submit your resume and to come in for the interview.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

4.00

SEP 01 1989

for Ch. Review

LB

2545 N.E. 43rd Avenue  
Portland, OR. 97213  
August 31, 1989

Multnomah County Courthouse  
1021 S.W. 4th, Room 134  
Portland, OR. 97204

To Whom It May Concern:

Enclosed please find my resume in conjunction with your job posting for an Administrator.

My experience, both professional and volunteer, would be most beneficial for this position. I am a graduate of Northwestern School of Law at Lewis and Clark College. As President of a professional association I have had responsibility for organizing the programs and committees of the association. My verbal and written communication skills are excellent. I have helped write a portion of a state-wide training manual, and worked in the publications department of the Oregon State Bar Association. My verbal communication skills were developed through teaching classes, making presentations to customers and speaking at state-wide seminars. College and law school taught me how to do research. My work in the title insurance industry was based on the ability to accurately research property ownership and solutions to problems. I have all the qualifications you requested and would be an invaluable asset to your organization.

Thank you for your consideration. I look forward to discussing this position with you in greater detail.

Sincerely,

Margaret R. Genne

Margaret R. Genne



MARGARET R. GENNE  
2545 N.E. 43rd Avenue  
Portland, Oregon 97213  
(503) 284-1408

**PROFESSIONAL VOLUNTEER EXPERIENCE:**

- Monitored agency budget;
- Planned and participated in fundraising;
- Implemented Board Orientation to transition outgoing and incoming Executive Board;
- Liaison between local membership and Executive Board, as well as local chapter and state Board;
- Reviewed and revised procedures manual and by-laws;
- Developed continuing education courses;
- Taught professional classes;
- Coordinated speakers and programs;
- Developed and analyzed membership surveys;
- Evaluated program proposals;
- Recorded minutes of meetings and gave oral reports;
- Presided over Board Executive Committee meetings and monthly business meetings;
- Chaired committees;
- Developed information flyers for distribution to members and wider community;
- Planned and executed seminar;
- Prepared and sent monthly meeting notices;
- Collected funds and submitted financial reports to Treasurer.

YWCA 1984-86 Finance Committee  
1984-86 Community Programs Task Force and Committee  
1987 Post World Council Visit

Oregon Historical Society 1981-83 Docent and Guide

**Oregon Escrow Council**

Metropolitan Chapter: 1985 Corresponding Secretary  
1986 Vice President  
1987 President Elect  
1988-89 President

1985-88 Taught Escrow I classes  
1987 Escrow Officer of the Year  
1982-present Committees including: Nominating,  
Education, Seminar, Audit, Judicial, and Budget.

**State:**

1987 & 1989 Featured Speaker at Annual State Seminar  
1988-89 Board of Directors  
1988-present Education Committee; Awards Committee;  
Membership Committee; Executive Committee,  
Legislation Committee; Seminar Committee.  
1988 Co-authored training manual

**PROFESSIONAL WORK EXPERIENCE:**

1977-89 Title Insurance

Position: Title Officer 1978-89

Title Examiner 1977-78

Responsibilities:

- Researched county records to establish ownership of property;
- Responsible for customer relations;
- Advised resolutions to disputed ownership claims;
- Made educational presentations (both individual and panel format);
- Wrote portion of State training manual;
- Supervised and trained staff;

Employers: Safeco Title Insurance, Portland, OR 1977-79  
Lawyers Title Insurance, Portland, OR 1980-83  
Ticor Title Insurance, Portland, OR 1983-86  
Chicago Title Insurance, Tigard, OR 1986-89  
(formerly Safeco Title Insurance)

1974-76 Legal Research

Position: Research Assistant

Responsibilities:

- Legal research
- Case analysis
- Proof reading

Employer: Oregon State Bar Assn., Portland, OR

1972-73 Social Service Agency

Position: Secretary to the Executive Director

Responsibilities:

- Secretarial Support
- Edited monthly newsletter
- Supervised receptionist
- Extensive phone and personal contact with public

Employer: Montclair-North Essex YWCA, Montclair, NJ

**EDUCATION:**

Graduate: J.D. Northwestern School of Law  
Lewis & Clark College, Portland, OR

Undergraduate: B.A. Heidelberg College, Tiffin, OH

**REFERENCES:** Available upon request



NAME: Margaret Genne

DATE: 9/7/89

TITLE: Committee Administrator

	YES	LIMITED	NO
<u>Knowledges, Skills, and Abilities:</u>		3	
1. Ability to work well with people from varying backgrounds.		✓	
2. Ability to write clearly and concisely.	✓ 5		
3. Ability to communicate orally with people from varying backgrounds.	✓ 5		
4. Ability to understand issues and present them orally and in writing.	✓ 5	20	
5. Ability to remain neutral when recording/considering input from interested parties.	✓ 5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.		3	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	✓ 5		
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.	✓ 5		
11. Knowledge of procedures in meeting with the media.		3	
12. Skill in operating computer/word processor.			0 ✓

35  
12  
✓  
47  
TOTAL 47

*L. Vanden Berg*

NAME: Margaret Genne'

DATE: 9-7-89

CB

TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>	YES	LIMITED	NO
1. Ability to work well with people from varying backgrounds.	X		
2. Ability to write clearly and concisely.	X		
3. Ability to communicate orally with people from varying backgrounds.	X		
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.		X	
8. Knowledge of State and County laws pertaining to stucture and authority of governing bodies.		X	
9. Knowledge of County protocol.		X	
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.		X	
12. Skill in operating computer/word processor.	X		

10  
12

TOTAL 52



NAME: Genne, Margaul

DATE: 9/6/89

TITLE: Committee Administrator

	YES	LIMITED	NO
<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	3		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	3		
8. Knowledge of State and County laws pertaining to stucture and authority of governing bodies.	3		
9. Knowledge of County protocol.	3		
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	5		
12. Skill in operating computer/word processor.	0		

TOTAL 47

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Mr. Robert A. Newton  
22135 NW Quatama Road  
Hillsboro, OR 97124

Dear Robert:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

It was a pleasure meeting with you and exchanging information about our Administrator position. The competition was exceptionally keen. Though you have not been selected for the position, we appreciate the time you took to submit your resume and to come in for the interview.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



ap  
**Robert A. Newton**

22135 N.W. Quatama Road  
Hillsboro, OR 97124  
(503) 648-1360

AUG 28 1989

LB

3:30

August 28, 1989

MULTNOMAH COUNTY COURTHOUSE  
ATTN: ADMINISTRATOR  
1021 SW 4, ROOM 134  
PORTLAND, OR 97204

Re: Staff Assignment  
Multnomah County  
Charter Review Committee

Dear Sir or Madam,

I would like to be considered for the Staff Assignment to the Multnomah County Charter Review Committee. Accordingly, I have enclosed my professional resume for your review.

As you may note, I have twelve years experience in the private practice of law which required intensive legal research, writing and communication skills. My background also includes experience in personnel administration as well as a baccalaureate degree in English literature.

If you are interested in discussing my qualifications with me in greater detail, I am available for an interview at your convenience. I am also prepared to immediately assume the duties and responsibilities of this position.

Please contact me as soon as possible so that we can meet and confer regarding this matter.

Most Sincerely,



Robert A. Newton

51  
47  
49  
147  
RAN/sln  
Encl

22135 NW QUATAMA ROAD

HILLSBORO, OR 97124

(503) 648-1360

**ROBERT A. NEWTON**

---



ROBERT A. NEWTON

22135 NW Quatama Road (503) 648-1360  
Hillsboro, Oregon 97124

OBJECTIVE

Seeking a position as a Hearings Officer, Administrative Law Judge, Policy Development Analyst, Corporate Counsel, Legal Administrator, or a related field.

SUMMARY OF QUALIFICATIONS

- \* 12 Years of strong litigation experience in the private practice of law.
- \* Superb liaison abilities and advocacy in all state and federal courts, at trial and appellate level.
- \* Represented transportation industry and petroleum retail clients in diverse legal and regulatory proceedings before the Interstate Commerce Commission, the California Public Utilities Commission, and the U.S. Department of Energy.
- \* Emphasized creditors rights in United States Bankruptcy Court proceedings.
- \* Assisted U.S. Attorney and governmental agencies in the prosecution of bankruptcy fraud cases.
- \* Represented numerous multi-million dollar corporations as well as small businesses.
- \* Negotiated and drafted documentation relating to escrows, lease and business purchase agreements, and security instruments.
- \* Formed hundreds of corporations and partnerships and created documents necessary for business organizations and protection.
- \* Handled total gamut of real estate, business sales, and financial transactions.
- \* Investigated bank records and analyzed sophisticated transactions involving fraud in the financial services industry.
- \* Instituted corporate safeguards and fraud preventative measures.
- \* Expert in the utilization of extraordinary relief, including receiverships, injunctions, attachments, and ancillary writs.
- \* Determined, self-motivated and articulate problem solver.

PROFESSIONAL EXPERIENCE

1977 - Present      LAW OFFICES OF ROBERT A. NEWTON, LAGUNA HILLS, CALIFORNIA  
Attorney At Law

1974 - 1976

Responsible for representing diverse clients in comprehensive business litigation, regulatory hearings, and bankruptcy proceedings. Mediated claims, conducted and consummated settlements in real estate, business and insurance cases. Represented clients in arbitration proceedings conducted by the American Arbitration Association, and pursuant to mandate of the Superior Court of California. Supervised two administrative personnel.

VETERANS ADMINISTRATION, FULLERTON, CALIFORNIA  
Assistant Veterans Representative

Responsible for assisting veterans in the application and processing of educational (G.I. Bill), and vocational rehabilitation claims. Implemented and expedited the benefit processing system. Supervised two personnel.

1971 - 1973

U.S. ARMY, FORT CARSON, COLORADO  
Personnel Specialist

Responsible for clerical administration of a 1000 man engineer battalion. Prepared orders, in-processed personnel, and maintained 201 (personnel) files.

Updated Army Regulations and Department of Defense circulars. Prepared correspondence and officer efficiency reports. Supervised ten personnel.

AFFILIATIONS

- \* STATE BAR OF CALIFORNIA
- \* ORANGE COUNTY BAR ASSOCIATION
- \* ASSOCIATION OF TRANSPORTATION PRACTITIONERS
- \* ADMITTED TO PRACTICE BEFORE THE U.S. SUPREME COURT, THE U.S. NINTH CIRCUIT COURT OF APPEALS, UNITED STATES DISTRICT COURT (CENTRAL AND NORTHERN CALIFORNIA)

EDUCATION

WESTERN STATE UNIVERSITY, FULLERTON, CALIFORNIA  
Juris Doctor Degree  
Law Major - 1977

UNIVERSITY OF COLORADO, BOULDER, COLORADO  
Bachelor of Arts Degree  
English Major - 1974

FULLERTON COLLEGE, FULLERTON, CALIFORNIA  
Associate of Arts Degree  
English Major - 1971

REFERENCES

Will be furnished upon request.



Lana

NAME: Robert Newton

DATE: 9-7-89

TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	X		
2. Ability to write clearly and concisely.	X		
3. Ability to communicate orally with people from varying backgrounds.	X		
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.	X		
8. Knowledge of State and County laws pertaining to stucture and authority of governing bodies.	X		
9. Knowledge of County protocol.		X	
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.		X	
12. Skill in operating computer/word processor.			0

TOTAL 51



NAME: Newton, Robert

DATE: 9/6/89

TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	3		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	3		
9. Knowledge of County protocol.	3		
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	3		
12. Skill in operating computer/word processor.	0		

TOTAL 47

NAME:

Robert Newton

DATE:

9/7/89

TITLE: Committee Administrator

YES

LIMITED

NO

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.		3	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	5		
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.		3	
12. Skill in operating computer/word processor.			0

TOTAL

40  
9  
49  
49L. Vanden Berg



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Paul T. Beasley  
3790 Knob Hill Lane  
Eugene, OR 97405

Dear Paul:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

It was a pleasure meeting with you and exchanging information about our Administrator position. The competition was exceptionally keen. Though you have not been selected for the position, we appreciate the time you took to submit your resume and to come in for the interview.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

4:30

LB

PAUL T. BEASLEY  
3790 Knob Hill Ln.  
Eugene, Oregon 97405  
(503) 485-2212

EDUCATION

J.D., May 1989  
University of Oregon School of Law, Eugene, Oregon

B.A. in History, June 1985  
Humboldt State University, Arcata, California  
HSU's "Man of the Year" for co-curricular activities.

EXPERIENCE

Clinic, Lane County District Attorney, Eugene, Oregon,  
September 1988-present.

Represent the State of Oregon in criminal proceedings: change of pleas, arraignments, hearings and trials at the District Court level.

Intern, Humboldt County District Attorney, Eureka, California, May 1987-August 1987; September 1984-December 1986;

Responsible for case preparation, witness interviews, trial preparation and assistance, forfeiture proceeding documents, property disposition, motion and discovery work, brief writing and legal research.

Director, Peoples Law School, University of Oregon School of Law, September 1987-May 1988.

Responsible for recruitment and training of staff; curriculum development; publicity; budgeting; fund raising; and supervision of community legal education program sponsored by the Student Bar Association of the University of Oregon School of Law.

Teacher, Peoples Law School, University of Oregon School of Law, January-May, 1987.

Taught legal education classes concerning students rights and juvenile justice to community and parents groups.

Advisor, Legal Information and Referral Service, Humboldt State University, Arcata, California, September 1984-June 1985.

Dealt with in-house and telephone crisis counseling related to: domestic dispute resolution, landlord/tenant conflicts, small claims court information, civil and criminal law referrals, and student-community relations.

45

51

53

149



Investigator, Law Firm of E.G. Watson, Eureka,  
California, September-December 1985.

OTHER  
EXPERIENCE

Student Assistant, Humboldt State University History  
Dept., September 1984-June 1985

Humboldt State University History Office Employee,  
January 1985-June 1985

Construction worker; Mill Hand; Service Station Night  
Manager; Property Care-Taker.

PERSONAL

Age 27. Married. Enjoy running, hunting and fishing,  
golf, softball and all outdoor activities. Excellent  
Health.

REFERENCES

Prof. Laird Kirkpatrick  
School of Law  
University of Oregon  
Eugene, OR 97403  
(503) 686-3854

Prof. Leslie J. Harris  
School of Law  
University of Oregon  
Eugene, OR 97403  
(503) 686-3840

Prof. Chapin D. Clark  
School of Law  
University of Oregon  
Eugene, OR 97403  
(503) 686-3863

Michael K. Robinson  
Assistant District Attorney  
Humboldt Co. District Att.  
Humboldt County Court House  
Eureka, CAL 95521  
(707) 445-7411

George Derr  
Deputy District Attorney  
Lane Co. District Att.  
400 Lane Co. Court House  
Eugene, OR 97401  
(503) 687-4261



DP  
AUG 30 1989

Multnomah County CourtHouse  
1021 SW 4  
RM 134  
Portland, OR 97204

To Whom It May Concern:

I would like to be considered for the staff position on the Multnomah County Charter Review Committee. My decision to attend law school was motivated by a desire to pursue career in state/local government administration. I believe law school offers a broad-based education and qualifies a person very well for an administrative/committee position.

The skills acquired in Law School have prepared me to deal with a wide range of problems. Because analyzing facts is a large part of the law, I have learned to conduct fact-finding inquiries and investigations. Having dealt with legal concepts and terminology, I am prepared to deal with administrative law issues and work with state and local regulations and processes. As a teacher and administrator of the People's Law School sponsored by the University of Oregon School of Law, I had the opportunity to teach classes on legal subjects to members of the community. This experience has prepared me to analyze, interpret, summarize and apply statutes, as well as prepare documents in language usable by non-legally trained persons. Law school has also provided the skills necessary to do research on a wide variety of subjects. An emphasis in constitutional law has provided an awareness and appreciation for "due process" issues.

Dealing with persuasive arguments has been a daily occurrence in law school. As a result, I appreciate the constructive use of debate skills and am comfortable suggesting challenging ideas and solutions. I also have experience in alternative dispute resolution and mediation. Although I consider myself a "team player", I do not hesitate to take the initiative and assume a leadership role. I have been responsible for recruiting and training volunteers; program planning; budgeting; fund-raising; and program supervision. I have had experience in crisis counseling, public speaking and student-community relations.

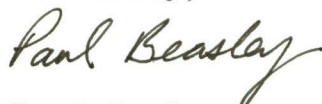
My strengths lie in working with people of diverse ages, cultural heritages and geographical backgrounds. I have participated in state government administration as a clinical intern for the Lane County District Attorney in Eugene, Oregon. My representation included bench and jury trials, change of pleas, arraignments, and show-cause hearings at the District Court level. I have also worked as an intern for the Humboldt County District Attorney in Eureka, California. My duties included felony trial preparation and assistance, witness interviews, motion and discovery work, as well as legal research and brief writing. As a result, I have worked closely with the staff and administrators of these agencies as well with the people who seek its services.



I believe the lessons I have learned as a participant in higher education; discipline, commitment, and working together towards a common goal, my legal training and experience, and a deep appreciation for state and local government has provided me with unique qualifications for a staff position on the Multnomah County Charter Review Committee.

Thank you for your consideration. I will be pleased to respond promptly to any questions or requests for additional supporting materials.

Sincerely,

A handwritten signature in cursive script that reads "Paul Beasley". The signature is written in dark ink and is positioned above the typed name and address.

Paul T. Beasley  
3790 Knob Hill Ln.  
Eugene, OR. 97405  
(503) 485-2212

NAME: Beasley, Paul

DATE: 9/6/89

TITLE: Committee Administrator

	YES	LIMITED	NO
<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	3		
7. Ability to understand and function within county structure.	3		
8. Knowledge of State and County laws pertaining to stucture and authority of governing bodies.	5		
9. Knowledge of County protocol.	3		
10. Knowledge of research techniques.	3		
11. Knowledge of procedures in meeting with the media.	3		
12. Skill in operating computer/word processor.	0		

TOTAL 45

ap



LB

NAME: Paul BeasleyDATE: 9-7-89TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>	YES	LIMITED	NO
1. Ability to work well with people from varying backgrounds.	X		
2. Ability to write clearly and concisely.		X	
3. Ability to communicate orally with people from varying backgrounds.	X		
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.	X		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	X		
9. Knowledge of County protocol.	X		
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.		X	
12. Skill in operating computer/word processor.			X

AS  
6TOTAL 51

NAME:

Robert Beasley

DATE:

9/11/89

TITLE: Committee Administrator

YES

LIMITED

NO

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	5		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	5		
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	5		
12. Skill in operating computer/word processor.			0

TOTAL

53L. Vanden Berg



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

G. Connie Runia  
11218 SW McKenzie Ct. E  
Wilsonville, OR 97070

Dear Connie:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

It was a pleasure meeting with you and exchanging information about our Administrator position. The competition was exceptionally keen. Though you have not been selected for the position, we appreciate the time you took to submit your resume and to come in for the interview.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

ap  
5:00  
LB

G. CONNIE RUNIA  
11218 SW McKenzie Ct E  
Wilsonville, Oregon 97070  
(503) 682-5827

AUG 31 1989

August 30, 1989

Multnomah County Courthouse  
1021 SW 4th  
Rm 134  
Portland, Oregon 97204

Re: Administrator position

I recently left my position as associate with Foster Pepper & Shefelman, a regional law firm, in order to turn my career in a new direction. I enclose a copy of my resume in response to your listing in the Oregonian.

My background and experience have been in business and securities law. My practice has included research in a number of areas and substantial regulatory review. I also have been responsible for administering large liquidations and have participated in and negotiated in complex business transactions. In summary, my employment to date has involved extensive client and attorney contact and direct case responsibility. My organization, writing, research, communication and people skills are exceptional.

I look forward to speaking further with you regarding this position. I would be pleased to provide you with additional information and references at your request.

Very Truly Yours,



G. Connie Runia

GCR/ts  
Enc.

153



**G. CONNIE RUNIA**

11218 S.W. McKenzie Court E.  
Wilsonville, Oregon 97070  
(503) 682-5827 (Res.)  
(503) 221-1512 (Bus.)

**EDUCATION:**

Willamette University College of Law  
J.D. 1986 (Top 15 percent)  
Semi-finalist Moot Court Competition  
Dean's List  
Campus Director -- Christian Legal Society

Dordt College (Sioux Center, Iowa)  
B.A. Biology 1982 (GPA 3.82)  
Freshman Scholarship Recipient  
Chemistry and Microbiology Labs, Teaching Asst.

**CAREER HISTORY:**

**Foster Pepper & Shefelman**

October 1987 - present  
Associate with Portland branch office of prominent Seattle-based law firm. Emphasis in Corporate Finance and Securities; also experience with Financial Institutions, General Business and Computer Law.

**Schwabe, Williamson & Wyatt**

August 1986 - October 1987  
Associate with emphasis in General Business and Corporate Finance and Securities.

**Doug Vande Griend, Attorney at Law**

1983 - May 1986  
Clerk for sole practitioner in general law practice emphasizing general business and estate planning.

**OTHER PROFESSIONAL  
ACTIVITIES:**

Computer Law Section of the Oregon State Bar, Executive Committee

Oregon Young Attorneys Association, Board of Directors

Oregon State Bar Association, Business Law Section; Securities Regulation Section

American Bar Association, Corporation, Banking and Business Law Section

**SPECIAL SKILLS/  
INTERESTS:**

Computer operations; WordStar; WESTLAW/LEXIS

Tae Kwan Do, hiking, figure skating, music, cross-country and downhill skiing

NAME: L. Connie Runia

DATE: 9/7/89

TITLE: Committee Administrator

	YES	LIMITED	NO
<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.		3	
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	5		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	5		
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.		3	
12. Skill in operating computer/word processor.	5		

45 9  
54  
TOTAL 54

L. Vanderburg



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.	3		
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.	3		
9. Knowledge of County protocol.	3		
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	3		
12. Skill in operating computer/word processor.	0		

TOTAL 47

LB

NAME: Connie Runia

DATE: 9-7-89

TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	X		
2. Ability to write clearly and concisely.	X		
3. Ability to communicate orally with people from varying backgrounds.	X		
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.		X	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.		X	
9. Knowledge of County protocol.		X	
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.		X	
12. Skill in operating computer/word processor.	X		

40  
12

TOTAL 52



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Lon J. Cardiff  
14285 S. Leland Rd.  
Oregon City, OR 97045

Dear Mr. Cardiff:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

We were unable to consider your application as it was received past the September 1, 1989 deadline. However, we do appreciate the time you spent in preparing your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

Application for administrator

DP  
AUG 30 1983

## COVER LETTER

As my resume states, I have a B.S. Degree in Sociology from the University of Oregon, and a Legal Assistant Certificate from Portland Community College. I feel that with strong academic credentials, which include a successful internship at two law firms, a very stable employment history, and the necessary drive for excelling in the Paralegal field, I would wish that you consider these qualifications in filling your latest job opening.

Sincerely yours,

Lon Cardiff



## RESUME

Lon J. Cardiff  
14285 S. Leland Rd.  
Oregon City, Ore. 97045  
Phone Number- 632-3377 (503) Please Call after 2:00 P.M.  
Message Phone-636-3424

### EDUCATION

Graduate- University of Oregon-Eugene, Ore. B.S. Sociology, 1973  
Legal Assistant Certificate- Portland Comm. College, 1989 (3.5 GPA)

### JOB EXPERIENCE

6/89 to Present- Oregon Advertising, Portland, Ore.

Courier in mail and photo pickup and delivery service  
for Fred Meyer stores in NW region. (Working at this job until able to find Paralegal employment)

1/89 to 6/89- Henricksen, Grafe, & Enright, Gladstone, Ore.

Under an internship arrangement with the law firm, I assisted attorney, Brendan Enright, with paralegal work, involving such areas as Bankruptcy, Real Estate, Probate, and Employment law. Duties performed in these areas include research, litigation, and document preparation.

Buckley-Lindley, PC, Lake Oswego, Ore.

As an intern, I assisted the firm's paralegal with such work as case file management, legal correspondence, documents, and pleadings.

3/85 to 9/88- Sight and Sound Distributing, Wilsonville, Ore.

Job involved working on a computer terminal through which I processed credit claims of accounts for a record, tape, and video distributor, servicing the Payless, Pay & Save, and K-Mart retail chains.

12/72 to 11/84- General Record Service, Seattle, Wa.

Was employed as a sales representative for a distributor of stereo records, tapes, and accessories. Serviced accounts in northern Oregon, and southwest Washington, in which I ordered product, took care of inventory control, and all areas of merchandising.

### ACHIEVEMENTS

I won an Evans Scholarship to the University of Oregon after completing high school. This award is given to students who are in the upper one third of their class, and have worked as a golf caddy at one of the PNGA golf clubs.

While attending college, I was elected team captain of my fraternity basketball team.

HENRICKSEN, GRAFE & STOCKLIN-ENRIGHT, P.C.

ATTORNEYS AT LAW

Jon S. Henricksen  
Rodney H. Grafe  
Brendan Stocklin-Enright

High Rocks Town Center  
Suite 47-B, 82nd Drive  
Gladstone, Oregon 97027  
(503) 655-7555

June 12, 1989.

Re: Reference for Lon Cardiff, Legal Assistant.

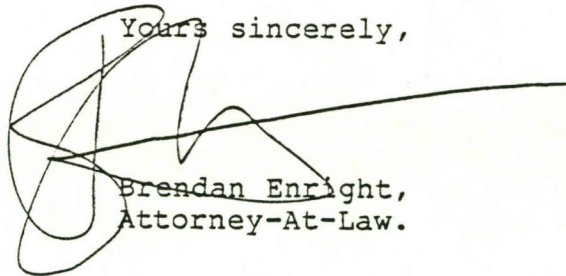
To Whom It May Concern:

During the 15 weeks that Lon Cardiff served as my legal assistant intern I found him to be very dependable in following instructions, completing projects on time and being punctual to appointments.

In addition, Lon is very interested in learning, is not hesitant to embark on work in areas of the law new to him and is resourceful in tracking down information. Above all he has an indispensable quality in any legal assistant: He is capable of working without direct supervision and using his own initiative to overcome challenges.

I have no doubt that Lon Cardiff is capable of working in stressful situations which demand much initiative and discretion. I recommend him highly. Please do not hesitate to call me directly if you require any further information in evaluating Lon's application for employment. I would only be too happy to help him find a challenging and rewarding position.

Yours sincerely,



Brendan Enright,  
Attorney-At-Law.



STEVEN T. SEGUIN  
9240 SW 8TH AVE.  
PORTLAND, OR 97219  
244-8106 (HM)  
227-1111 (WK)

June 19, 1989

RE: Lon Cardiff  
14285 S. Leland Road  
Oregon City, OR 97045

To Whom May Concern,

From January through March 1989 Lon Cardiff worked in the Portland Community College Cooperative Education program at the law firm of Buckley, Lindley, P.C. I was Lon's direct supervisor and worked closely with him during this time.

Lon's enthusiastic approach and willingness to learn is a very beneficial trait. As a legal assistant he was introduced to a variety of areas of the law. Lon approached all assignments in a professional and dependable manner. His adaptability and rapport with co-workers allows him to learn quickly.

Lon's attitude and willingness to learn the legal assistant profession will make him an asset to your firm.

If you have any questions please feel free to contact me.

Very Truly Yours,

*Steven T. Seguin*  
Steven T. Seguin

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Keith Loeffler  
3765 NE 2nd St.  
Gresham, OR 97030

Dear Mr. Loeffler:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

We were unable to consider your application as it was received past the September 1, 1989 deadline. However, we do appreciate the time you spent in preparing your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



3308

DW

RECEIVED

LW

SEP 06 1989

EMPLOYEE SERVICES

3765 N.E. 2nd St.  
Gresham, OR 97030  
Res: (503) 665-3296  
Bus: (503) 636-4899

August 31, 1989

Multnomah County Courthouse  
1021 S.W. 4th  
Portland, OR 97204

Dear Sir or Madam:

I would like to apply for the position of Administrator-Staff to the Charter Review Committee.

My experience includes 8 years of teaching, followed by considerable business experience in the Public Relations department at PGE.

At PGE, my principle responsibilities were in the areas of general and varied PR (including political and ballot measure campaigns), educational services (including the Trojan and Boardman Visitor Information Centers), marketing and economic development and investor relations.

Most recently, I was a strategic planning analyst for a special temporary project for Multnomah County, Office of Citizen Involvement. I am also an instructor in Business Communications for City University, Portland.

Enclosed is a resume and some additional supporting information. I can also provide references, letters of recommendation, and samples of my work.

Thank you for your consideration of this application.

Yours truly,

*Keith Loeffler*

Keith Loeffler

KL:lg  
Enclosures

DP  
SEP 08 1989

*Delma*

*It is my understanding  
that you are involved  
with staffing the  
Charter Review Committee  
so I am forwarding  
the attached classification  
to you Don Winkley x2169*

**KEITH LOEFFLER**

3765 N.E. 2nd Street

Gresham, OR 97030

Res: (503) 665-8296

Bus: (503) 636-4899

**OBJECTIVE**

Management position within a medium - large corporation utilizing expertise in following areas:

Communications

Public Relations

Customer Relations

Economic Development

Marketing

Education/Training

**SUMMARY**

Extensive and varied experience in public relations, education and economic development. Strong project design, development and management skills combined with considerable public contact experience.

**BUSINESS EXPERIENCE**

MULTNOMAH COUNTY, Portland, Oregon

Strategic Planning Analyst (PT/Temporary)

1989

Researched issues, compiled data, organized and conducted citizen forums on long-range issues facing the County to 2000. Wrote report of findings for Board of County Commissioners.

CITY UNIVERSITY, Portland, Oregon

Instructor

1989

Teaching course in Business Communications.

PORTLAND GENERAL ELECTRIC, Portland, Oregon

Community Relations Specialist

1968 - 1988

Community Relations Specialist for an electric utility with 3000 employees and over 500,000 customers. Member of marketing team, educational services program, and selected public relations activities.

Public Affairs

- \* Extensive experience in political and ballot measure campaigns that were aimed at shutting down the Trojan Nuclear Plant and in converting PGE to a PUD.
- \* Responsible for working with community, low-income, and special interest groups in developing a special PGE rate structure to benefit low-income customers.
- \* Responsible for liaison relations with environmental and special interest groups on nuclear power issues, utility economics, hydroelectric and coal issues, and other environmental issues.



### Public Relations/Corporate Communications

- \* Responsible for financial publications for stockbrokers and scripts and coordination of PGE annual stockholders meetings.
- \* Project manager for corporate educational services and electrical safety programs.
- \* Developed county-wide citizen participation forums project for Multnomah County.
- \* Corporate media relations at times regarding Trojan operations, power outages, etc.

### Marketing

- \* Project manager for a program aimed at retaining/increasing PGE's commercial-industrial customers in one of PGE's 5 operating divisions. Developed data base to manage project.
- \* Responsible for PGE's high school Good Cents home construction program.
- \* Responsible for investor relations program aimed at increasing sales of PGE common stock.

### Business Management

- \* Trained in zero-based budgeting/responsible for training materials at PGE 10 years/responsible for writing position descriptions, employee handbook sections, CMD employee relations sections at PGE.
- \* Responsible for construction, initial operation of Trojan/Boardman Visitor Centers.
- \* Operated PGE's parks, campgrounds and conference center 2 years.

COLUMBIA CHRISTIAN COLLEGE, Portland, Oregon

1967 - 1968

#### Instructor

Responsible for teaching all communications classes in the college.

EDINBURG HIGH SCHOOL, Edinburg, Illinois

1960 - 1967

#### Teacher

Taught English and World History at a 250 student high school near Springfield, Illinois.

### CIVIC AND PROFESSIONAL ACTIVITIES

- \* Assigned twice by PGE as Loaned Executive to the annual United Way campaign. Solicited and ran campaigns in over 75 businesses each time and made 100% of my goal each time. (1970 & 1986)
- \* Member, Gresham Design Review Board. Regulated commercial sign, landscape, and building design. (1976-81)
- \* Member, Oregon Action Plan for Excellence, Task Force D, Improving Teacher and Administrator Effectiveness.
- \* Chairman, Second National Conference of Electric Utility Educators, Dallas, Texas. (1979)
- \* Nominated to Oregon Joint Legislative Interim Committee on Education. (1986)
- \* Member (Treasurer) Multnomah County Citizens Involvement Committee. (1985-1988)

### EDUCATION

M.S., Southern Illinois University  
B.S. in Education, Illinois State University

**KEITH LOEFFLER**

3765 N.E. 2nd Street

Gresham, OR 97030

Res: (503) 665-3296

Bus: (503) 636-4899

**OBJECTIVE**

Management position within a medium - large corporation utilizing expertise in following areas:

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Customer Relations

Economic Development

Marketing

Education/Training

**SUMMARY**

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**BUSINESS EXPERIENCE**

MULTNOMAH COUNTY, Portland, Oregon

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Strategic Planning Analyst (PT/Temporary)

Researched issues, compiled data, organized and conducted citizen forums on long-range issues facing the County to 2000. Wrote report of findings for Board of County Commissioners.

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1989

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PORTLAND GENERAL ELECTRIC, Portland, Oregon

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- \* Responsible for investor relations program aimed at increasing sales of PGE common stock.

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- \* Operated PGE's parks, campgrounds and conference center 2 years.

COLUMBIA CHRISTIAN COLLEGE, Portland, Oregon

1967 - 1968

#### Instructor

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EDINBURG HIGH SCHOOL, Edinburg, Illinois

1960 - 1967

#### Teacher

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- \* Member, Oregon Action Plan for Excellence, Task Force D, Improving Teacher and Administrator Effectiveness.
- \* Chairman, Second National Conference of Electric Utility Educators, Dallas, Texas. (1979)
- \* Nominated to Oregon Joint Legislative Interim Committee on Education. (1986)
- \* Member (Treasurer) Multnomah County Citizens Involvement Committee. (1985-1988)

### EDUCATION

M.S., Southern Illinois University  
B.S. in Education, Illinois State University



Keith Loeffler  
348-32-5109

## BUSINESS MANAGEMENT EXPERIENCE

### Project Management Experience (samples of 3)

1. Gresham Area Business Retention Project. (Scope included area East of 122nd Avenue to Gresham, and Boring, Damascus, Troutdale, Wood Village and Fairview.) Project was designed to retain PGE's commercial-industrial customer base as well as to attract new businesses to this area.  
Project included designing a questionnaire in conjunction with the mayors, city councils, chambers of commerce and other business associations from the area. Also included forming a team from PGE and Mt. Hood Community College, and surveying in person some 800 business owners or managers.  
Data base was developed at PGE to compile survey results, cross-referenced, etc. Surveys identified obstacles to business expansion or to attracting new business to the area. Survey results were presented orally and in printed form to officials of the area.
2. PGE Investor Relations Project (1983-1985).  
Wrote 1983 and 1985 PGE Fact Books. Booklets presented PGE financial indicators for the purpose of enticing Wall Street Stockbrokers that PGE stock was a good buy. Had total responsibility for the development and writing of the booklets. Also wrote scripts and coordinated all arrangements for 1983 and 1984 PGE annual stockholders meetings.
3. PGE Public Safety education Project. For 20 years was effectively the "Safety Officer" for PGE. Included developing and purchasing safety education material for schools and the public. Program had an annual budget of about \$200,000.

## BUDGET MANAGEMENT

- . Trained in zero-based budgeting.
- . At PGE, responsible for construction, work program for Trojan Nuclear Plant and Boardman Coal Plant Visitor Information Centers. TVIC cost \$1.5 million to construct and had annual operating budget of about \$600,000.
- . At PGE, response for design and development of PGE High School Good Cents Home Construction program. PGE loaned \$65,000 to each of 10 high school districts to construct a house using Good Cents specs. When the schools sold their houses, they repaid PGE \$65,000 and kept any profit. Responsible for monitoring construction to ensure conservation features were accurate and ensure compliance with performance contracts. (\$650,000 project)
- . At PGE, wrote 1983 and 1985 Fact Books for Wall Street investors. Booklets cost \$250,000 each and I had total responsibility for their production, coordination with the advertising agency and printer, etc.
- . Operated PGE's parks and campgrounds 2 years with annual operating budget of \$600,000.
- . For 20 years at PGE, operated the Educational Services program with annual operating budget of \$250,000.



## SUPERVISION AND TRAINING

- For some 10 years at PGE, was responsible for purchase or development of all employee training materials.
- For 20 years at PGE, trained employees in electrical safety education.
- For 20 years at PGE, conducted teacher workshop on PNW energy issues for classroom teachers.
- Cross-trained several years in operating PGE parks with summer employment of 25.
- Operated initial years operation of Trojan Visitors Center with up to 10 full time and 5 PT employees. Included recruitment, staffing and training.
- When PGE instituted the HAY system of HR management and compensation, assigned to team of employees responsible for writing position descriptions for entire company. Also wrote sections of new employee handbook and CMD pertaining to employee relations.

Keith Loeffler  
348-32-5109

## **PUBLIC RELATIONS/PUBLIC AFFAIRS/MARKETING EXPERIENCE**

### **Public Relations Experience**

- . Twenty years experience at PGE as Community Relations Specialist. (Had titles of Educational Representative/Manager of Educational Services/Community Relations Specialist).
- . Responsible for initial work program, staffing, and training for the Trojan Nuclear Plant Visitor Information Center (250,000 annual visitors) and Boardman Coal Plant Visitors Center.
- . Responsible for all school and public tours of PGE.
- . Responsible for PGE's electrical safety public education program 20 years.
- . Liaison to such activities as Portland Chamber Education Committee, Junior Achievement, 4-H, Scouts, Oregon Business Week, Energy and Man's Environment program.
- . Designed, developed printed public information materials, exhibits and display, videotapes and 16mm films and consulted on national materials and film scripts during 20 years at PGE.

### **Public Affairs Experience**

- . Ballot measure initiatives against Trojan and political campaigns promoting PUD's 20 years while at PGE. (PGE never lost an election on these issues.)
- . Responsible for developing allies with schools and youth services organizations 20 years.
- . Responsible for team designing 3-tiered rate structure at PGE to benefit low income customers.
- . Consultant on various projects such as Energy and Man's Environment, college and university programs, state Department of Education projects during 20 years at PGE.
- . Numerous civic activities listed on resume.
- . Currently a Strategic Planning Analyst for Multnomah County.

### **Marketing Experience**

- . Twenty years experience at PGE promoting and marketing the electrical safety education program.
- . Promoted and marketed attendance at the Trojan Visitor's Center. (Trojan had 250,000 annual visitors.) Used all media and tourism/traveling industry resources.
- . Marketed PGE common stock via writing 1983 and 1985 Fact Books for Wall street investors.
- . Marketed PGE as responsible corporate citizen with fair rates through media and personal contact programs.
- . Marketed conservation of electricity through media and programs such as HOT WATR and How-to-with Pete TV series.
- . Marketed PGE Good Cents house construction through the High School Good Cents home construction program.
- . Designed, developed program to retain PGE commercial-industrial customers and to attract new customers through a major business retention project.



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Linda Harrison  
4521 SE 104.  
Portland, OR 97266

Dear Ms. Harrison:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

We were unable to consider your application as it was received past the September 1, 1989 deadline. However, we do appreciate the time you spent in preparing your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

**Linda Harrison**

4521 S.E. 104, Portland, OR 97266  
(503) 761-9504

  
SEP 05 1989

8.30.89

Dear Sirs;

Enclosed is my resume  
in response to your ad 8/27/89.  
I look forward to hearing  
from you.

Sincerely,  
Linda Harrison



# LINDA HARRISON

4521 S.E 104, Portland, OR 97266  
(503) 761-9504

**Background:** Twelve years experience dealing with all aspects of the real estate industry.

- **Administrative:** Secretarial experience in all areas of office organization and implementation. Supervised section typist and receptionist at FDIC. Created company filing system, trained new hires and acted as roving branch secretary at Stan Wiley and E.G. Stassens. Handled AP and AR at MBA Properties and Pro 100.
- **Departmental Reporting Systems:** Created reporting systems for FDIC Real Estate Owned (REO) assets from 17 closed banks (\$90 billion) in five western states. Used as model system in other FDIC regions. Produced weekly newsletter which was also used as a model in other FDIC regions.
- **Sales Activities Coordinator:** Coordinated data involved to evaluate, list, sell, maintain and repair the individual assets owned by the FDIC with local realtors, appraisers and maintenance/ repair companies during the liquidation process.
- **Closing Coordinator:** Tracking all documentation and verifying accuracy of closing statements during the sale of properties. These included single family residential, multi-family residential, commercial and industrial properties in five western states for FDIC.
- **Financial Documentation:** Prepared and processed packages necessary to complete FDIC-financed purchases of some FDIC-owned real estate.
- **Secondary Market Loan Packaging:** Identified and qualified groups of loans for prospective purchasers and negotiated completion of sale for FDIC.
- **Bank Closing Activities:** Administrative/Payroll Officer for two bank closings. Responsible for:  
1. All closed bank Operations files and Personnel records; 2. Creating the administrative/operational files of the bank closing; and 3. Maintaining personnel and payroll records of FDIC personnel involved in the closing.
- **Property Management:** Managed 29 rentals for Marsha Hansen Properties. Supervised maintenance, repairs, remodeling, rent collection, application processing and tenant relations for a 20-unit apartment complex and 12 single family residences (four and one half years).
- **Project Management/Meeting Planning:** Responsible for program and facilities planning; speaker selection; design, writing and production of support materials; marketing, media and event promotions; volunteer recruitment and supervision; refreshments and entertainment while meeting timelines and budget requirements. (FNTC, Federal Deposit Insurance Corporation and Gresham Area Chamber of Commerce. Campaign Manager for Dick Close for Multnomah County Commissioner.)
- **Public Relations/Marketing:** Introduced and promoted Fidelity National Title Company to targeted community groups which ultimately resulted in increased sales. Set up/designed advertising campaigns at Republic Real Estate.
- **Outside Sales:** Continually exceeded monthly quota for obtaining new accounts at Fidelity National Title Company from the real estate companies, banking and other lending institutions in Gresham area.
- **Inside Sales:** Maintained the level of client commitment which resulted in the retention of existing accounts at FNTC.
- **Real Property Records Search:** Verified county tax records, assessors maps and recorded documentation including deeds, mortgages, contracts and other liens to aid in the sale and transfer of titles to real property while employed at FNTC.

## **Special Skills**

Advanced office equipment and computer knowledge including typing 80+ wpm, WordStar and D-Base. Facilitate group communication and cohesion. Needs assessment. Problem solving. Use of humor to ease tension.

## **Education**

E. G. Stassens School of Real Estate, Beaverton, Oregon, 1981. Puget Sound College of the Bible, Seattle, Washington, 1968, with emphasis in education and music. Corbett High School, Corbett, Oregon. Many specialized training courses in finance techniques, property appraisals, foreclosure procedures, landlord/tenant law, sales and marketing, relocation real estate, property easements, reading legal descriptions and property management.

## **Community Service**

Gresham Area Chamber of Commerce: 1987-1989, Board of Directors, VP of Revenue Enhancement, 1988-1989. Responsible for Annual Golf Tournament, Mt. Hood Festival of Jazz/GACC Raffle, Jazz Week Sponsors Committee, GACC Finance Committee.

Gresham Lions Supper Club: April 1989 to present, Charter member, First Vice President. Responsible for all fundraising for community service projects.

Gresham Board of Realtors: 1987-1989, Affiliate member and Chair of Oregon Realtors Political Action Committee (ORPAC).

Kern Park Christian Church: Assistant choir director. Organized Youth Choir.

## **Employment History**

Fidelity National Title Insurance Company of Oregon. Marketing Representative, Gresham Branch.

Federal Deposit Insurance Corporation. REO Technician, Portland Consolidated Field Office.

Marsha Hansen Properties, Property Manager, Portland.

MBA Properties, Relocation Coordinator, Portland.

Professional 100 Realtors, Relocation Assistant, Beaverton.

Stan Wiley Realtors, Administrative Assistant, Portland/Moreland Branch.

Republic Real Estate, Administration Receptionist, Beaverton.

E.G. Stassens Realtors, Rotating Branch Secretary, Portland.

**References available upon request.**



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Robert Cohen  
1525 SE 35th Ave.  
Portland, OR 97214

Dear Mr. Cohen:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

We were unable to consider your application as it was received past the September 1, 1989 deadline. However, we do appreciate the time you spent in preparing your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

DP  
SEP 05 1989

1525 SE 35th Avenue  
Portland, OR 97214  
(503) 235-2664

August 31, 1989

Multnomah County Courthouse  
1021 SW 4th, Rm 134  
Portland, OR 97204

To whom it may concern,

I would like to apply for the staff administrative assignment to the Multnomah County Charter Review Committee, as advertised in The Sunday Oregonian.

I am unfamiliar with the detailed requirements of the position, but as my resume will confirm, I have excellent written and oral communication skills, administrative experience, and a deep academic background in government, administration, and public policy.

My professional and personal references are of the highest order, and I have research and writing samples available at your request.

I am available to meet with you at a time of your convenience to further discuss my qualifications relative to the specific demands of the position. I can be reached at the address or phone number listed above.

Thank you for your consideration.

Yours truly,

*Robert Cohen*



ROBERT A. COHEN  
1525 SE 35th Avenue  
Portland, Oregon 97214  
(503) 235-2664

## EDUCATION

1981 to 1984	University of Illinois at Chicago Doctoral Program in Public Policy Analysis
1979 to 1981	Northeastern Illinois University Master of Arts, Political Science, 1981
1966 to 1970	Roosevelt University Bachelor of Arts, English, 1970

## EXPERIENCE

### Redactors (self-employment)

Researcher/Editor, 1984 to 1989.

Performed research, writing, and editorial assignments for college and university faculty and administrations in the Chicago area. Included bibliographic research, abstracting, indexing, manuscript evaluation, proofreading and rewriting.

### Serials Department

Northeastern Illinois University Library

Reference Assistant, 1/1985 to 12/1986

Provide reference assistance in periodicals and government documents. Corrected and updated computer generated print-put of Library's serial holdings. Entered the Library's serial holdings into national on-line data base (OCLC).

### Political Science Department

Northeastern Illinois University

Instructor, 9/1984 to 12/1984

Taught Political Science 101, the introductory course in American politics.

### Political Science Department

University of Illinois at Chicago

Researcher/Editor, 1983 to 1984

Under the direction of Professor Doris Graber, conducted bibliographic research in the field of political communications. Prepared critical briefs of the current disciplinary research. Performed content analysis of political news in the mass media. Critiqued and copy-edited work in progress or in proof.

### 1983 Chicago Mayoral Transition Team

Research analyst, 2/1983 to 4/1983

Researched and analyzed the budget and performance histories of selected City departments and agencies for use in the preparation of Blueprint of Chicago Government, Mayor Harold Washington's preliminary transition document.



## ROBERT A. COHEN

### Unemployment Insurance Division Illinois Bureau of Employment Security

Management Analyst, 1977 to 1979

Planned, directed and evaluated statewide budgetary/managerial cost and staffing analyses. Developed and maintained a cost model for the determination of optimal resource allocation. Served as the division's liaison to the Federal Employment and Training Administration. Provided consultative services to office managers with regard to budget allowances and staff usage. Represented the Division in federal and state budgetary reviews.

### Unemployment Insurance Division Illinois Bureau of Employment Security

Unemployment Insurance Claims Adjudicator, 1971 to 1977.

Analyzed and adjudicated contested claims to determine eligibility for Unemployment Insurance benefits.

## ACKNOWLEDGEMENTS

My research and/or editorial contributions have been acknowledged in the following publications:

- Gail Skidmore, Ed., From Radical Left to Extreme Right, 3rd Edition, Metuchen, N.J.: Scarecrow Press, 1987.
- Doris A. Graber, Processing the News, New York: Longman, 1984.
- Doris A. Graber, Media Power in Politics, Washington, D.C.: Congressional Quarterly Press.
- Doris A. Graber, Mass Media and American Politics, 2nd Edition, Washington, D.C.: Congressional Quarterly Press, 1984.
- 1983 Mayoral Transition Team, Blueprint of Chicago Government, Chicago: League of Women Voters, 1983.

## HONORS AND AWARDS

Research Assistantship, University of Illinois at Chicago, 1982-83.  
University Fellowship, University of Illinois at Chicago, 1981-82.  
Honorable Mention, National Science Foundation Fellowships, 1981.  
Research Assistantship, Northeastern Illinois University, 1979-80.  
Merit Tuition Scholarship, Northeastern Illinois University, 1980.

## REFERENCES

References and/or writing samples upon request.



David Nathan Allen  
1425 N.W. 19th Avenue, #8  
Portland, Oregon 97209  
(503) 226-7577

SEP 05 1989

#### CAREER OBJECTIVE

Position in an administrative or legislative body.

#### EDUCATION

Northwestern School of Law of Lewis and Clark College - Portland, Oregon  
J.D., 1986. Certificate awarded in Environmental and Natural  
Resources Law.

Admitted to the Oregon State Bar, 1987.

University of Puget Sound - Tacoma, Washington  
Bachelor of Arts in Biology, Minor in American History, 1982.

Macalester College - St. Paul, Minnesota  
September 1976 to December 1978.

Rocky Mountain Biological Laboratory - Crested Butte, Colorado  
Summer 1981.

Portland Community College - Portland, Oregon  
September 1986 to June 1987. Trained and certified as Emergency  
Medical Technician II.

#### PROFESSIONAL EXPERIENCE

Publications Attorney for the Oregon State Bar, Continuing Legal  
Education - Portland, Oregon  
May 1987 to April 1988. Duties included editing manuscripts for  
publication in CLE manuals.

Law Clerk for the Oregon State Bar, Continuing Legal Education -  
Portland, Oregon  
May 1986 to April 1987. Duties included cite-checking manuscripts  
for publication in CLE manuals.

Law Clerk for the Oregon Environmental Quality Commission -  
Portland, Oregon  
May 1985 to September 1985. Duties included assisting Hearings  
Officer in drafting orders for contested case hearings.

Law Clerk for the Environmental Defense Fund - Boulder, Colorado  
Summer 1984. Duties included drafting legal memoranda involving  
issues in environmental legislation.

#### INTERESTS

Reading, bicycle touring, running, cross-country skiing, mountaineering,  
and CPR/first-aid education.

RECEIVED

SEP 06 1989

EMPLOYEE SERVICES

Delma

For Your Information.  
We have nothing  
available in  
administration. Someone  
in the elected area  
could be interested.

Thanks

Don



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Gwen H. Abdullah  
735 SW St. Clair Ave., Apt. 710  
Portland, OR 97205

Dear Ms. Abdullah:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

AUG 29 1989

August 28, 1989

Multnomah County Courthouse  
1021 SW 4th Avenue  
Room 134  
Portland, Oregon 97204

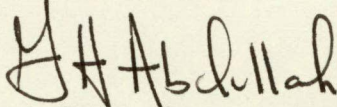
Greetings:

Enclosed is a copy of my resume in response to the advertisement in The Oregonian for an administrative coordinator to work with the Multnomah Charter Review Commission.

My background encompasses nearly twelve years of public management experience with emphasis upon research, evaluation, and project management. I began my career in the budget office of a large progressive southern city and worked my way up to staff support to the city manager and the mayor. My last position was as assistant manager in a rapidly urbanizing county in Georgia.

I would be glad to meet and talk with you about how I could be of service to the Commission in the completion of its work. I look forward to hearing from you soon.

Sincerely yours,



(Mrs.) Gwen Harvey Abdullah

735 S.W. St. Clair Avenue  
Apt. 710  
Portland, Oregon 97205

243-2745



GWEN HARVEY ABDULLAH  
735 S.W. St. Clair Avenue  
Apt. 710  
Portland, Oregon 97205  
(503) 243-2745

#### EDUCATION AND TRAINING

Bachelor of Arts, Journalism, University of North Carolina at  
Chapel Hill, 1974  
Master of Public Administration, University of North Carolina  
at Chapel Hill, 1979  
Municipal Administration Course, Institute of Government,  
Chapel Hill, North Carolina  
Executive Development Program, City of Charlotte, North  
Carolina  
Municipal Supervisory Certification Program, City of  
Charlotte, North Carolina

#### RELEVANT EXPERIENCE

ORGANIZING multi-disciplinary task forces consisting of  
persons inside and outside public agencies on numerous  
intergovernmental issues: fire service delivery systems;  
soil, water and tree conservation; privatization of public  
works functions; coordinated drug enforcement and substance  
abuse prevention; housing for the homeless; employee health  
care cost containment; planning for a new community  
corrections facility; and staffing needs for a county jail.

MANAGING department heads in a rapidly urbanizing county as  
an Assistant Manager. Responsibilities included police,  
public works, engineering, inspections, finance, human  
resources, parks and recreation, central services, and  
libraries. Serving as Acting Manager.

COMMUNICATING with citizens, neighborhood associations,  
elected and appointed bodies, Federal and State agencies,  
and non-profit organizations on policy issues and  
interpretations. Preparing and delivering high-level staff  
reports, agendas, memoranda, ordinances, resolutions, speeches  
and proclamations. Directing the daily affairs of an activist  
mayor's office in a large city.



GWEN HARVEY ABDULLAH

Page Two

LEADING in the founding of a permanent civic league for minority professionals, a public management internship program, an employee education incentive program, a self-help program for unemployed female heads of household, an apprenticeship program in the building trades, affirmative recruitment and selection procedures for key management positions, and counseling techniques for improving managerial effectiveness.

#### PROFESSIONAL ASSOCIATIONS

Member, International Association of City Managers

Former Vice President

Member, National Forum of Black Public Administrators

Member, American Society for Training and Development

REFERENCES ARE AVAILABLE UPON REQUEST.



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Blaine C. Ackley  
1221 NE 51st, #308  
Hillsboro, OR 97124

Dear Blaine:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

# Blaine C. Ackley

1221 NE 51st. #308

Hillsboro, OR 97124

503-693-0610

## Education

University	1988-89	U. of Oregon, Doctoral Program, Curriculum and Instruction
	1981-88	U. of Oregon, School Administration
	1973	U. of Oregon, M.A., Curriculum & Instruction
	1968-70	U. of Oregon, Graduate School, Political Science
	1966-67	Golden Gate Law School, San Francisco
	1965	U. of Montana, B.A., History and Political Science
Secondary	1961	Highline High School, Burien, WA
	1957	Sylvester Junior High, Burien, WA

AUG 29 1989

## Credentials

Alaska	Type A Teaching & Type B Administrative Certificates
Oregon	Standard Teaching & Administrative Certificates

## Administrative Experiences

- 1984-88: Principal K-12, Martin L. Olson School, Golovin, AK
- 1982-84: Assistant to the Principal, Manokotak School, AK
- 1978-81: Principal, Crabtree Elementary School, Crabtree, OR
- 1973-76: Assistant Principal & Assistant Director of Outdoor School, Hemingway Elem. School, Ketchum, ID
- 1981-82: Manager, Royal Fork Restaurant, Seattle, WA

## Teaching and Public Contacts

- 1984-88: 5-12th grades, Martin L. Olson School, Golovin, AK
- 1982-84: 6-8th grades, Manokotak School, Manokotak, AK
- 1978-81: 5-6th grades, Crabtree School, Crabtree, OR
- 1977-78: 6-7th grades, Colegio Americano, Quito, Ecuador
- 1976: Recreation Aide, U.S. Forest Service, Twisp, WA
- 1973-76: 4-6th grades, Hemingway School, Ketchum, ID
- 1972-73: 6th grade Intern, Sunnyside School, Portland, OR

## References

Mr. Robert Collins Principal	Valdez School District Valdez, AK 99686	(907) 835-4767
Mr. Rich Carlson Director of Curriculum	Bering Strait School District Unalakleet, AK 99684	(907) 624-3611
Dr. Robert Williams Superintendent	Greater Albany Schools Albany, OR 97321	(503) 967-4501



# Blaine C. Ackley

1221 NE 51st. #308

Hillsboro, OR 97124

503-693-0610

## *Skills in Brief*

### **Personnel Supervision**

Hired and supervised a staff of 35. Formulated job descriptions for each. Initiated a successful evaluation and goal-setting procedure for the entire staff. Trained entire staff in Madeline Hunter teaching methods.

### **Increased Achievement**

Program cited for high achievement and lowered costs while maintaining excellent staff, patron, client, community, and organizational relations. Increased achievement test scores for three consecutive years with most improved school scores of the district in the last year.

### **Planning**

Responsible for planning, coordinating, implementing, and evaluating short and long range goals and objectives for the entire program and facility. Served on a district facilities planning committee for food service.

### **Volunteer Coordination**

Initiated a volunteer training program. Successfully interfaced community work teams with regular programs to provide needed extras for the school.

### **Curriculum**

Chairman of the district Curriculum Steering Committee. Planned, adopted, organized, and evaluated new programs in computers, reading, language arts, math, science, art, music, and outdoor school. Began an Artist in the School program. Initiated a grade and attendance requirements for participation in after-school activities. Started a peer/teacher counseling program for at-risk youth. Inaugurated computer-assisted instruction in all classes.

### **Budgeting & Purchasing**

Prepared and administered budgets in excess of \$350,000. Instituted a staff purchase and requisition procedure that prioritized items. Began a JTPA funded program for increased school personnel at no cost to the district.

### **Public Relations**

Planned and organized a needs assessment for the entire district. Held informational meetings during a period of high public emotion that were acclaimed for their order and success.

### **Plant Maintenance**

Administered a restorative fund for a 100 year old facility that many applauded for its beauty and cleanliness. Completed the installation of two elementary school playgrounds with volunteer help.

### **Extra-Curricular Activities**

Active in the movement for lifetime sports, intra-mural competition, computer clubs, skiing, basketball, and cross-country track. Assistant director of an outdoor school. Initiated an active student council and student store to fund those activities.

### **Personal**

Born in Lewistown, Montana, married, excellent health. Interests include bicycling, boating, fishing, swimming, skiing, jogging, reading, writing, computers, business, education, and gardening.

# Blaine C. Ackley

1221 NE 51st. #308

Hillsboro, OR 97124

503-693-0610

August 27, 1989

Multnomah County Charter Review Committee  
Multnomah County Courthouse  
1021 SW 4th, Room 134  
Portland, OR #97204

To whom it may concern:

Please receive this letter and the accompanying materials in partial application for the position of administrator with the Multnomah county Charter Review Committee. As you read my resume, you will note that I have both the legal training and administrative experience such a position would entail. In addition, my recent and continuing research work on my doctorate have certainly further honed my research skills. And, since any successful public school administrator can only survive with excellent communication skills, I feel that I am well qualified for this position.

My computer word processing and desktop publishing skills should further enhance my effectiveness as your administrator.

I look forward to talking more with you about this position in the near future. Please call me if you have any further questions. If you wish to do so, you may request my placement file from the U. of Oregon Office of Career Planning and Placement.

Sincerely yours,



Blaine Ackley

enclosures: resume and skills brief



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Marilyn E. Betzold  
21284 S. Bakers Ferry Rd.  
Oregon City, OR 97045

Dear Ms. Betzold:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

Anna

for Ch. Review

Marilyn E. Betzold  
21284 So. Lakens Ferry Rd.  
Oregon City, Or. 97045

SEP 01 1989

Multnomah County Courthouse  
1021 S.W. 4th Ave, Rm 134  
Portland, Or. 97204

Subj: Administrator Position  
MCCRC

Enclosed is a resume detailing my recent experience  
in the legal management and administrative fields.

If you wish to pursue my application further,  
please call 631-2115 and leave a message.

I appreciate your consideration of my application  
and await further contact.

Yours Truly,  
Marilyn E. Betzold

Note: If you wish to preview my references, please contact  
Austin Crome (323-9000) or R. Thomas Cane (1-800-452-1639)



## R E S U M E

MARILYN E. BETZOLD  
21284 SO. BAKERS FERRY ROAD  
OREGON CITY, OREGON

TELEPHONE: 631-2115

\*\*\*\*\*

RESUME STATEMENT: IN THE APPROPRIATE POSITION, I WILL FURNISH  
A COMBINATION OF MECHANICAL AND INTELLECTUAL  
SKILLS IN THE LEGAL AND ADMINISTRATIVE  
PROFESSIONS BENEFICIAL TO AN EMPLOYER.

\*\*\*\*\*

LAST EMPLOYER: OREGON STATE BAR PROFESSIONAL LIABILITY FUND  
Lake Oswego, Oregon (1-800-452-1639)

Reference Contacts: Lester L. Rawls, Kirk  
Hall, R. Thomas Cave

I worked with the original Board of Directors of the Professional Liability Fund from 1977 and with successive Boards through March of 1989. My responsibilities ranged from support to administrative in the following positions: Administrative Assistant, Fiscal Manager, Administrative Officer. I was fortunate to be involved in the creation and development of an organization which was the first of its kind in the United States, by its unique nature calling upon my skills as a legal/administrative secretary and paralegal, while expanding my competence in the fields of finance, administration, information services and human resource management. Additional activities included oral and written communication with an 8,000 member professional organization, development of a database unique to the needs of a professional liability carrier, budgeting, forecasting and cost analysis.

### PREVIOUS

UNION PACIFIC RAILROAD (1974-1977)  
Litigation paralegal  
Contacts: Randall Kester, Austin Crowe  
(323-9000)

RIVES, BONYHADI & HALL (now Stoel, Rives)  
1971-1974 - Legal secretary

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Hannah M. Branson  
1963 NW Irving, Apt. 104  
Portland, OR 97209

Dear Ms. Branson:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



AUG 31 1989

Hannah M. Branson  
1963 N.W. Irving, Apartment 104  
Portland, Oregon 97209

August 27, 1989

Director of Personnel  
Multnomah County Court House  
1021 S.W. 4, Rm. 134  
Portland, Oregon 97204

Dear Director of Personnel:

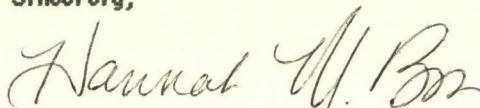
Pursuant to your advertisement in the August 27, 1989 edition of *The Oregonian*, enclosed please find my resume and reference list. To better acquaint you with my work history, I have briefly outlined my qualifications within this letter.

I am a graduate of the University of Washington with a degree in English and am employed as a litigation paralegal with the firm of Ogden, Murphy and Wallace. My responsibilities in this position include conducting initial discovery; interviewing witnesses; arranging depositions; obtaining and summarizing medical, employment, and D.L.I. records; maintaining file and subfile organization; document control; drafting and answering interrogatories; updating and composing case status reports for the supervising attorney and client; trial preparation; court filing and research; notarizing documents; as well as miscellaneous work for the probate and business department of our firm. Many of the my assigned cases involve extensive preparation. Therefore, I am responsible for coordinating and managing the casework of paralegals and support staff.

While finishing my degree, I participated in the investigator intern program with the King County Public Defender's Association. In this position, my responsibilities included interviewing officers and witnesses, researching charges filed against the defendant, obtaining experts for trial, acting as an impeachment witness, serving subpoenas and assisting with any other preparation required by the attorney for trial. I was also expected to follow up each interview with both a factual report and memorandum for the attorney's use.

I am a motivated and intelligent individual. In all the positions listed on the attached resume, I have maintained a strong concentration on written and oral communication. I will be moving to the above-listed address on August 31, 1989 and I hope to have the opportunity to discuss with you the Administrator position at that time. Thank you very much for your time and consideration.

Sincerely,



Hannah Marie Branson

**HANNAH MARIE BRANSON**  
4203 Brooklyn Ave. N.E. Apt. 108  
Seattle, WA 98105  
(206) 632-1233

**EDUCATION:**

University of Washington, Seattle, WA  
B. A. degree in English  
Fall 1985 - Summer 1987

Wells College, Aurora, NY  
Fall 1984 - 1985

East High School, Anchorage, AK  
Early Graduate, January 1984

**EXPERIENCE:**

Ogden, Murphy & Wallace - Paralegal  
Seattle, WA  
October 1987 - Present

King County Public Defender's Assoc. - Investigator Intern  
Seattle, WA  
Summer 1987

Harry Branson, Attorney at Law - Paralegal  
Anchorage, AK  
Contract work from 1984 - 1986, full-time Summer 1986  
Research Asst./Clerk 1981-1983

Senator Ted Stevens - Intern - Majority Whip's Office  
Washington, D.C.  
Summer 1984

Attorney Court Service - Research Assistant  
Anchorage, AK  
Summer 1984 - 1985  
January term 1985

**ACTIVITIES:**

Insurance Defense Seminar, Edmonds Community College, 1989  
English tutor, Literacy Council, 1989  
Legal Assistant Association, Member, 1987 - 1988  
Volunteer for the Dukakis Campaign, 1988  
Green Lake Rowing Club, 1988  
Deputy Registrar - King County Voter Registration, 1988  
United Nations Club, 1986 - 1987  
Hilltop Ski School/ Ski Instructor, 1983 - 1987 (Part time)  
Union Bay Rowing Club, 1985 - 1986  
Who's Who in American High School Students, 1983 - 1984  
A.F.S. Exchange Student (France) - Summer 1983  
Alaska Girls' State, Summer 1983

**REFERENCES:**

Available upon request.



**LIST OF REFERENCES FOR HANNAH M. BRANSON**

Steven A. Reisler (Supervising Partner)  
OGDEN MURPHY WALLACE  
2100 Westlake Center Tower  
1601 Fifth Avenue  
Seattle, Washington 98101  
(206)447-7000

Karen Sutherland (Associate)  
OGDEN MURPHY WALLACE  
2100 Westlake Center Tower  
1601 Fifth Avenue  
Seattle, Washington 98101  
(206)447-7000

Professor Kenneth Clatterbaugh  
University of Washington  
Philosophy Department  
Seattle, Washington 98195  
(206)543-5783

*Sanna*  
SEP 07 1989  
*re Ch. Review*

Hannah M. Branson  
1963 N.W. Irving, Apt. #104  
Portland, Oregon 97209

September 5, 1989

Director of Personnel  
Multnomah County Courthouse  
1021 S.W. 4th Avenue, Room 134  
Portland, Oregon 97204

Dear Sir or Madame:

On the 27th of August, I responded to your advertisement in *The Oregonian*. I have since moved to Portland and can be reached at the aforementioned address. At the time of my application, I did not have a telephone listing for the Portland area. To update my inquiry for your staff position, please take note of my present telephone number at this address: (503)223-1784.

Thank you for your time and consideration.

Sincerely,

*Hannah M. Branson*

Hannah M. Branson



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Albert Burrow  
2307 SE Spyglass Drive  
Vancouver, WA 98684

Dear Mr. Burrow:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

ALBERT "ED" BURROW  
2307 SE Spyglass Drive  
Vancouver, WA 98684  
(206) 254-4705

## CAREER SUMMARY

Extensive experience in financial institutions; responsibilities included branch and regional management in direct and indirect lending. Additional experience in marketing, insurance, personnel administration, and public relations.

## KEY POSITIONS

CITICORP ACCEPTANCE COMPANY, INC.  
NATIONWIDE FINANCE COMPANY, INC.

1954 - 1988

### Processing Manager

Supervised 40 employees. Responsibilities included: customer service, payment processing, titling/insurance, mail room and maintaining records, and files on 27,000 accounts.

- o Developed and implemented work flow systems which reduced turnaround time on customer service and reduced staff by 8% through attrition and transfer.
- o Reorganized terminal room into two overlapping work shifts to eliminate 2 week back log resulting in daily postings.

### Credit Center Manager

Responsible for timely credit investigation and credit decision for West Region. Also responsible for credit scoring, discounting, and booking all contracts with monthly volume exceeding 1,300 contracts per month.

- o Reduced turnaround time of credit lending decisions from 24 hours to one day by managing and training employees.
- o Upgraded credit standards and approvals which reduced credit losses.

### Operations Control Manager

Trained branch personnel, audited branch records and worked on all special projects for West Region including: legal, exception reporting, budgets, and delinquency control.

- o Converted the company from ledger card system to automation by researching and developing a system operation plan for implementation by systems group.

### Regional Supervisor

Responsible for profitability of offices in North Carolina, Florida, Georgia, Louisiana, Oklahoma and Missouri. Duties included staffing each office, promotions, volume forecasts, credit losses and expenses for yearly budget, and all office locations and leases. Managed employee grievances, and training. Audited branch records to determine compliance with company policy and procedures, state and federal regulations regarding lending, collections, customer service.

- o Expanded company by seven offices based on marketing survey. Negotiated purchase of five finance companies and managed development of two new offices from ground up.



**Branch Manager**

Managed branch for profitability and productivity. Duties included direct and indirect lending, sale of consumer related insurance, and delinquency control. Recommended effective advertising through local media, such as direct mail, newspapers and radio. Negotiated bulk purchases from retail merchants. Investigated new business sources, and made recommendations.

- o Transformed branch office into most profitable in company per dollar invested out of 38 branches nationwide.
- o Reduced delinquency to an all-time low and was consistently in the President's One Percent Club.
- o Elected president of two lender exchanges and served on the Board of Directors for several years.

**Manager Trainee**

Hired as Manager Trainee, promoted to Manager in three and a half years.

August 28, 1989

DP  
AUG 29 1989

Gentlemen,

The enclosed resume is in response to the administrator position advertised in the Sunday Oregonian. I will appreciate the opportunity to interview for the administrator position.

Sincerely

Ed Hurron



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Melanie Clark  
28900 SW Parkway Ave, #18  
Wilsonville, OR 97070

Dear Ms. Clark:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

**MELANIE CLARK**  
28900 SW Parkway Avenue #18  
Wilsonville, Oregon 97070  
(503) 682-1189

## **EMPLOYMENT HISTORY**

- 1985 - present     Investigator/Systems Coordinator, Whitaker &  
7/89     Associates, Inc. Maintains the computer and  
organizational systems which support  
successful investigative work. Conducts  
investigations, interviews and  
interrogations, as well as conduct and  
coordinate background investigation services,  
personnel selection and acts office manager.
- 1978-85     Deputy Sheriff, Alameda County Sheriff's  
Department. Acted as Classification Officer,  
placing all incoming inmates in proper  
security class through computer research,  
interviews and interrogation. Responsible  
for the care and custody of inmates,  
security in the courtroom, preliminary  
investigations, and all booking procedures.
- 1974-78     Police Assistant, Hayward Police Department.  
Conducted preliminary investigations, handled  
all aspects of computer systems and  
information networks, handled physical and  
computer booking of prisoners, conducted  
intoxillizer tests, and was responsible for  
emergency first aid/patient care for the  
police operated emergency ambulance services.
- 1974     Security Aide, Hayward Unified School  
District. Conducted surveillances of  
district property in high vandalism areas.

## **EDUCATION AND TRAINING**

Chabot Community College, A.A. Degree, Administration  
of Justice--1987

Graduate of the Alameda County Sheriff's Department  
Police Academy--1978.



Commission on Peace Officer Standards and Training  
(P.O.S.T.) Basic Certificate--1979

Successfully completed the REID School of  
Interviewing and Interrogation (24 hours)--1987

California Association of Law Enforcement Background  
Investigators Legal Update (8 hours)--1988

Certificate of Completion for the P.O.S.T. approved  
Law Enforcement Background Investigation Course  
(32 hours)--1989

Certificate of Completion for the California  
Conference of Arson Investigators Kinesic Interview  
Techniques Course (18 hours)--1989

#### **PROFESSIONAL ASSOCIATIONS**

- o California Association of Law Enforcement Background  
Investigators
- o Retail Security Association of Northern California

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

M. Frances Mathis  
2310 SE 146th Ave.  
Portland, OR 97233

Dear Frances:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



M. FRANCES MATHIS  
2310 S.E. 146th Avenue  
Portland, OR 97233  
(H) (503) 760-4874

AUG 31 1980

Experience:

St. Paul Fire & Marine Insurance Co.  
Portland, OR - Legal Secretary/  
Office Manager  
From August 1972 to present

Responsible as secretarial support/  
office manager for two attorneys.  
Case load of 50 files.

Insurance defense. Cases  
ranged from claims arising  
out of bodily injury, medical  
malpractice property damage,  
workers' compensation to subrogation  
matters. Excellent working knowledge  
of responsive pleadings and litigation  
procedures. Strong working knowledge  
of subrogation procedures.

Office manager - responsible  
for scheduling court dates;  
arranging and scheduling  
depositions; keeping case  
diary, and maintenance of  
attorney calendars.

Typing 100 wpm - IBM -PC XT  
DW4 Word Processing Software  
IBM Displaywriter

Prior Work  
Experience:

Medical Records Transcription  
X-Ray Technician

Education :

2 Years P.S.U. - Business and S.S.  
Numerous Legal Secretary Seminars  
Paralegal Studies  
Medical Training in X-ray Science

References:

Furnished upon request.

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Robin G. Olsen  
1417 SW 10th, #305  
Portland, OR 97201

Dear Robin:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



*Donna*  
SEP 01 1989  
*for Ch. Review*

Robin G. Olsen  
1417 SW 10th #305  
Portland, OR 97201

Multnomah Co. Courthouse  
1021 SW 4, Rm. 134  
Portland, OR 97204

August 30, 1989

To whom it may concern:

Please accept the enclosed resume as application for the staff position with the Multnomah County Charter Review Committee.

You will note from the resume that my administrative experience is broad and extensive.

In addition to completion of the core curriculum of my graduate education I elected coursework in: Administrative Law and Procedure; Auditing; Law, Economics, and Organization; Management Audit and Evaluation; Management Science; Managing People to Perform; Marketing Research; Public Budgeting; Public Finance; and Statistical Methods for Managerial Decision Making.

My verbal and written communication skills, and my research skills are, I believe, of excellent quality.

I am certain I would be able to make a vital contribution to the mission of your organization. May we discuss the requirements of the position at a convenient time in the near future?

Academic and professional references are, of course, available upon request.

Sincerely,



Robin G. Olsen



**ROBIN GEORG OLSEN**

1417 SW 10th Ave. #305  
Portland, OR 97201  
503-243-3339

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**PROFESSIONAL OBJECTIVE**

Position in an organization in which I can most effectively employ my skills in marketing, administration, and financial management.

**EDUCATION**

MASTER OF MANAGEMENT (M.M.),  
Atkinson Graduate School of Management,  
Willamette University. May, 1988.

BACHELOR OF ARTS (B.A.), History,  
Willamette University. May, 1977.

**PROFESSIONAL EXPERIENCE**

VICE PRESIDENT OF OPERATIONS AND MARKETING,  
S.E.L. International Corp.  
Responsible for the production and marketing of agricultural products.  
April, 1987 to present.

DIRECTOR OF FINANCE/CAMPAIGN MANAGER,  
Kopetski for Congress Committee.  
Responsible for budgeting, fundraising, FEC reporting, and overall management of campaign. April - September, 1988.

PRESIDENT/OWNER,  
World Wide Travel.  
Operated retail travel agency with annual sales of \$1 million. Served as Oregon Chapter officer of the American Society of Travel Agents (ASTA), and worked on statewide and federal legislative objectives.  
July, 1978 - June, 1986.

FIELD COORDINATOR,  
Kulongoski for U.S. Senate Committee.  
Developed and provided liaison to statewide campaign organization.  
July - November, 1980.

EDITOR AND PUBLISHER,  
Oregon Herald-Observer.  
Published weekly journal of news and analysis covering local, state, and national issues. May, 1978 - June, 1980.

**SPECIAL SKILLS**

FLUENCY in German. Conversational ability in Spanish.  
Proficiency in Lotus 1-2-3, 1-2-3 Forecast!, Professional-Write,  
Word Perfect, d-Base.



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Melanie Robinson  
2582 NW Lovejoy St.  
Portland, OR 97210

Dear Ms. Robinson:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

Multnomah County Courthouse  
1021 SW 4th, Room 134  
Portland, OR 97204

August 28, 1989

Dear Sir or Madam:

Enclosed please find my resume in response to your Oregonian advertisement for the position of Administrator.

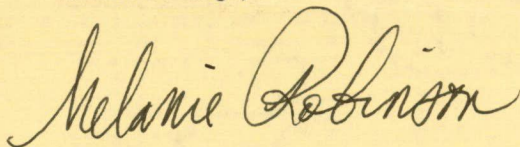
My legal background, not only in law school but also as a legal assistant, and my administrative experience as well as having the flexibility to take on an eleven month assignment would make me an enthusiastic and qualified applicant for this position.

As my resume points out, I completed the first year of law school and studied Criminal Law, Civil Procedure, Torts, Property, Contracts, and Legal Research, Reasoning and Writing. My time spent as a legal assistant focused on legal research and writing and estate administration and accounting.

Although I have never held a position with the title of Administrator, I have acted as an administrator in the capacity of representing Southwest Christian School and the law office of Vern Cook and Janet Kreft, managing and overseeing employees as Assistant Manager at a fast-food restaurant during college, and working as an independent self-motivator and overseer at the school, as a legal assistant, as well as in my previous restaurant experience.

Thank you very much for looking over my resume.

Sincerely,

A handwritten signature in cursive script that reads "Melanie Robinson". The signature is written in dark ink and is positioned below the word "Sincerely,".

Melanie Robinson  
2582 NW Lovejoy St.  
Portland, OR 97210  
223-3606



MELANIE KIRSTEN ROBINSON  
2582 NW Lovejoy  
Portland, OR 97210  
(503)223-3606

EDUCATION: LEWIS & CLARK LAW SCHOOL  
1984-85  
Completed first year of law school

INDIANA UNIVERSITY  
1981-84  
B.A., Political Science, 1984

REED COLLEGE  
1982, 1983  
Spent two semesters studying political science

EXPERIENCE: SOUTHWEST CHRISTIAN SCHOOL  
Beaverton, Oregon 1/88 - 6/89  
Bookkeeper, Secretary and Receptionist: Responsible for all bookkeeping including accounts receivable, payroll, taxes, billing and monthly projections. Secretarial duties included correspondence, typing and ordering curriculum. Also coordinated school activities.

ROBERTS, REINISCH AND KLOR  
Portland, Oregon 9/87 - 1/88  
Legal assistant for Workers Comp firm: Scheduled all depositions and medical examinations for two attorneys, did preliminary interviewing of witnesses, set up new files and requested records.

VERN COOK AND JANET KREFT, ATTORNEYS  
Gresham, Oregon 6/86 - 8/87  
Legal Assistant: Responsible for all of the estate accounting, some workers comp investigation, legal research, overflow of secretarial work and reception and functioned as interim legal secretary and office manager for two months. Compiled settlement brochures.

SPECIAL SKILLS: Legal research and writing, investigation and interviewing, wordstar word processing, typing approximately 60 wpm, strong communication and organizational skills and bookkeeping. A graduate of Lincoln High School, I have travelled extensively through the U.S. and Europe, I teach Sunday School and enjoy skiing and running.

REFERENCES: Tom Aylward, Southwest Christian School Administrator  
Sam Naro, Principal  
644-7550

Janet Kreft, Attorney  
667-6173

Vern Cook, Attorney  
665-8143

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

John P. Rupp  
1080 Stillman Ave.  
Eugene, OR 97404

Dear Mr. Rupp:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



*Anna*  
SEP 01 1989  
*for Ch. Review*

1080 Stillman Ave.  
Eugene, OR. 97404  
Aug. 29, 1989

Multnomah County Courthouse  
1021 S.W. 4  
Room 134  
Portland, OR. 97204

Dear Sirs:

I have written in response to your recent announcement for the position of Administrator for the Multnomah County Charter Review Committee.

As my attached resume explains, I hold an advance degree in Public Administration and have significant administrative experience in a number of professional settings. I would specifically like to note my work experience with the King County WA. Charter Review Committee in 1976 and 1977.

Should you find that my background qualifies for further consideration, I would welcome the opportunity to interview and discuss mutual objectives.

Thank you for your interest.

Respectfully yours,

*John Rupp*

John Rupp

JOHN P. RUPP

1080 Stillman Ave.  
Eugene, OR. 97404  
Telephone: (503) 689-5147 - Home  
(406) 846-3808 - Messages

Date of Birth: 11/22/53  
Excellent Health  
Married

WORK EXPERIENCE

SACRED HEART GENERAL HOSPITAL, Eugene, OR.

7/88 to 3/89      Manager, Home Care Plus. Responsible for operational analysis and management of a for-profit, JCAHO accredited private duty home health agency.

1/87 to 7/88      Director of Special Projects. Responsible for monitoring and assessing productivity and budgetary performance of patient care services and programs. Evaluated the application of "Discrete Cost Accounting" for Home Health Services. Researched and developed an enhanced staffing resource allocation system to optimally minimize nursing labor costs. Engaged in the development and establishment of interdisciplinary Product Line Teams and annual business plans. Participated in the development of a contract with local county government to establish and operate an Emergency Mental Health Hospital.

MONTANA DEACONESS MEDICAL CENTER, Great Falls, MT.

6/84 to 1/87      Director of Hospital Management Systems. Responsible for operational analysis of hospital systems and corporate operational policies and procedures. Developed, designed and implemented electronic information systems.

MERCY MEDICAL CENTER, Redding, CA.

7/81 to 7/82      Administrative Resident. Responsible for the organization and development of hospital initiatives leading to the establishment of an A.C.S. designated Community Cancer Center. Coordinated a joint effort with local and state government agencies to identify and secure low cost transportation services for area oncology patients. Participated in a negotiated lease purchase agreement and operation of two rural county hospitals.

ANDRUS GERONTOLOGY CENTER  
DIVISION OF EDUCATIONAL DEVELOPMENT  
UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA.

9/79 to 1/81      Assistant to the Division Director. Responsible for organization, facilitation and evaluation of national and regional education programs on gerontology.



**WORK EXPERIENCE**

CITY OF SEATTLE, BUILDING DEPARTMENT  
ZONING DIVISION, Seattle, WA.

2/78 to 10/78

Administrative Specialist. Responsible for the establishment of a city zoning and legislative ruling data base. Implemented a data base index system for use in regulating the placement of restricted uses and enforcement of proposed and designated Historic Landmark preservation.

KING COUNTY OFFICE OF POLICY PLANNING &  
UNIVERSITY OF WASHINGTON DEPT. OF POLITICAL SCIENCE  
Seattle, WA.

9/76 to 12/77

Policy Analyst. Responsible for a leadership inquiry and analysis of viewpoints expressed by members of the King County Charter Review Committee, appointed to appraise a proposed governmental merger between King County Government and METRO (Municipality of Metropolitan Seattle).

Responsible for the implementation of a policy study designed to identify key concerns and values held by residents on unincorporated Vashion-Maury Island. Goals of the study were to promote citizen awareness and assess resident attitudes regarding land use policy directed by King County Government.

**EDUCATION**

UNIVERSITY OF SOUTHERN CALIFORNIA  
Master of Public Administration - 1983

UNIVERSITY OF WASHINGTON  
Bachelor of Arts, School of Political Science 1977

**PROFESSIONAL AND  
CIVIC ASSOCIATIONS**

Member - Healthcare Information and Management Systems Society  
Member - American Hospital Association  
Loaned Executive - United Way of Northern California - 1982  
Member - Board of Directors, Campfire Inc., North Central  
Montana Council - 1986

**INTEREST**

Sailing, swimming, fishing, skiing, backpacking, woodworking the arts.

**REFERENCES**

Furnished upon request.

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Lisa G. Salo  
3505 NE 135th Ave.  
Vancouver, WA 98682

Dear Ms. Salo:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

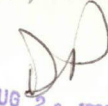
We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



3505 NE 135th Ave.  
Vancouver, WA 98682  
August 27, 1989

  
AUG 29 1989

Multnomah County Courthouse  
1021 SW 4, Rm 134  
Portland, OR 97204

Enclosed is my resume in connection with the  
Administrator position.

I have over nineteen years experience in administrative support, secretarial and customer service positions with increasing responsibility. I worked for a legal firm for two years. I have excellent verbal and written communication skills. I am computer literate and familiar with a variety of software applications.

I would be most interested in discussing my potential with you.

Thank you for your time and consideration in this matter.

Sincerely,



Lisa G. Salo

## RESUME

**EDUCATION:**

1988 - Masters in Education - Counseling  
University of N.C. - Greensboro

1977 - BA - English Literature/Sociology  
University of N.M. - Albuquerque

Over nineteen years of administrative, secretarial and customer service positions with increasing responsibilities. Computer literate in several software applications. Typing speed: 85 wpm.

10/88 - 6/89	LEVI STRAUSS & Co., San Francisco, CA Administrative Assistant supporting nine people. (415) 544-7162
10/82 - 7/88	ANALOG DEVICES, COMPUTER LABS DIV. 7910 Triad Center Drive, Greensboro, NC Developed, coordinated and maintained customer returns program.
11/80 - 10/82	DOUGLAS, RAVENEL, HARDY, CRIHFIELD Attorneys at Law, Greensboro, NC Legal Secretary - Real Estate
1974 - 1976	BANK OF AMERICA - FISHERMANS WHARF Manager's Secretary - New Accounts

REFERENCES AVAILABLE UPON REQUEST



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Lisa J. Cahn  
14115 SW Teal Blvd., #48B  
Beaverton, OR 97005

Dear Ms. Cahn:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

LISA J. CAHN  
14115 SW TEAL BOULEVARD #48B  
BEAVERTON, OREGON 97005  
(503) 646-0724

OBJECTIVE:

A challenging Administrative Assistant/Supervisor position in a company which offers growth and opportunity.

EXPERIENCE:

4/88 - Present

PacifiCorp Financial Services (Portland, OR)

Loan Administrative Supervisor (1/89 - Present)  
Senior Contracts Administrator (4/88 - 1/89)

- Generated documentation and computed financial information for leases
- Originated and structured all monthly reports for Department
- Administered Accounts Payable for Division
- Supervised four Loan Administrators and one department Clerk

1/87 - 4/88

The Oregon Bank (Portland, OR)

Administrative Assistant, International Banking

- Drafted weekly and monthly reports for upper management
- Fulfilled all word processing for department including Senior Vice President, three Loan Officers and 15 staff members
- Demonstrated efficient administration abilities within a busy financial environment
- Answered heavy phones in both English and French, and was ready with detailed information
- Supported busy schedule for Senior Vice President
- Ordered all supplies for Department and preserved account below budget

3/86 - 1/87

Meier & Frank (Portland, OR)

Administrative Assistant

- Produced extensive reports for Cosmetics and Accessories Division
- Responded to specific customer inquiries
- Maintained excellent communication with potential clients, sales representatives and other employees
- Organized meetings and all arrangements for annual sales meeting



3/85 - 3/86

U. S. National Bank (Portland, OR)  
Mortgage Collections Secretary

- Prepared various legal documentation for Collections Department
- Monitored heavy phones both in English and Spanish
- Managed portfolio of 450 Spanish mortgage loans
- Performed all secretarial duties for Division including typing correspondence, maintaining client files, and all C.R.T. input

EDUCATION:

1980 - 1984

University of Oregon (Eugene, OR)  
Bachelor of Arts Degree  
Major: Foreign Languages  
Minor: Business Administration

HONORS:

Top Foreign Language Student at University  
awarded 1982 - 1983

University teaching assistant of Spanish students,  
1980-1982

SKILLS:

Word processing (Samna), Lotus Symphony and 1-2-3, Dictaphone, typing 65 w.p.m., fluency in Spanish, French and some Japanese

INTERESTS:

Free-lance fragrance and cosmetic sales/promotions, working with people, aerobics, running, reading

REFERENCES:

Excellent references furnished upon request

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Susan Des Camp  
2434 NE 16th  
Portland, OR 97212

Dear Ms. Des Camp:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



*pm*  
JUL 12 1989

July 11, 1989

Hank Miggins  
Chairman Gladys McCoy's Office  
Multnomah County  
1021 S.W. Fourth  
Portland, OR 97204

Dear Hank:

Per our conversation today I am enclosing a copy of my resume for you to give to the new chairperson of the Charter Commission which meets on July 20th.

Thank you, Hank, for your help. Joan has also been a source of leads and support as my career struggles for a track.

Ssincerely,

*Susan*

Susan Des Camp  
2434 N. E. 16th  
Portland, OR 97212

Susan Des Camp  
2434 N. E. 16th  
Portland, OR 97212

288-1433 Home

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### EXPERIENCE

- January to August 1989 Bureau of Labor and Industries, Office of Commissioner Mary Wendy Roberts. Staff support during legislative session including extensive word processing on Wang system, managing office operations, administrative staff schedule coordination and issue research and development.
- March to Nov. 1988 Coordinator of Volunteers, Campaign to Re-elect Mayor Bud Clark. Developed and coordinated approximately 24 regular volunteers to staff office. Supervised volunteers to conduct canvass and phone bank activities and distribute lawn signs. Responsible for extensive mailings and maintenance of computer records. Managed innovative "Neighborhood Leader Project" by soliciting 3000 volunteers to distribute literature to neighbors during the fall general election.
- 1986-1988 Project Manager, Neil Kelly Company, Contractor. Supervised remodeling projects in the \$5000-\$75,000 range. Responsible to coordinate material selection, purchase materials, schedule subcontractors and carpenters, monitor project progress and quality control, expedite billing and collection.
- 1972-1989 Board Membership: Tillamook Preschool, Jesuit Volunteer Corps, St. Andrew Pastoral Council and two terms on the Irvington Community Association. In March 1989 appointed to the Neighborhood Revitalization Management Panel representing the Northeast Coalition serving with Mayor Bud Clark and County Executive Gladys McCoy to develop a comprehensive plan to restore housing, jobs, economic development and hope in the inner city. Volunteer Activity: Portland Organizing Project; Teacher in Child Abuse program sponsored by Mental Health Association of Oregon; Chairperson, Legislative Commission, Ecumenical Ministries of Oregon, 1977-78; Chairman of fifteenth annual auction fund raiser for St. Andrew Community Center which raised highest amount to date, \$23,000 in October 1988.
- 1974-1978 Program Coordinator, Center for Urban Education. Directed internship program for midwest college seniors. Supervised approximately ten students per term in full time placements in city/county management offices, DEQ, Juvenile Detention Center, etc., based on student's major field. The project included orientation to the city, an introduction to all aspects including skid road, transportation, racial and elderly problems.
- 1972-1974 Marquam Pacific, Inc. Property Management start-up company under Stan Amy, owner and developer of Natures' Fresh Northwest.

### EDUCATION

- 1967 Bachelor of Arts - Social Work, University of Oregon  
1963-66 College of St. Catherine, St. Paul, Minnesota

REFERENCES AVAILABLE ON REQUEST



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

James W. Fiscus  
3253 SE Belmont  
Portland, OR 97214

Dear Mr. Fiscus:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



James W. Fiscus  
3253 S.E. Belmont,  
Portland, Oregon 97214  
503 / 239-0292

August 31, 1989

Personnel Officer,  
Multnomah County Charter Review Committee,  
Room 134,  
Multnomah County Courthouse,  
1021 S.W. 4th. Avenue,  
Portland, Oregon 97204

Your advertisement for an administrator with the Multnomah County Charter Review Committee grabbed my attention when I saw it in this past Sunday's paper. I am a professional writer, with a Master of Arts degree in History and training in law, currently working in Portland. I am extremely interested in returning to public service after having obtained my graduate degree. Enclosed you will find my resume, and several writing samples.

I have wide experience working in government and planning, and a firm understanding of the issues involved in local government. My work as a Planning Technician for the Metropolitan Service District (Metro) focused on regional transportation planning, while including consideration of land use and other issues. During my stay with the agency, our team prepared regional and sub-regional transportation studies. In addition to my experience with Metro, I worked as a legislative assistant in Salem, and as a legal intern with the Ecology Department of the Multnomah County District Attorney's Office (now disbanded). I understand government and politics at the City, County, State and Federal levels, and have worked extensively abstracting State and Federal laws and regulations. You will see that one of the writing samples I am sending is a short article abstracting the new federal plant closing law. I have written and edited a wide range of technical and non-technical reports and articles, and worked with computers for over five years.

My research skills have been finely honed through years of academic and professional work. In addition to a master's thesis, I carried out numerous other research projects during my graduate study. My work focused on the relationship between politics and trade, and on issues of administration. As a legislative assistant, I investigated the problems faced by constituents in their dealings with government, and researched legislative issues. Professionally, my latest writing and research projects - completed two weeks ago - involved preparation of nominations for the National Register of Historic Places. They required research into legal titles, architectural significance, and the history of buildings. My study of law and history, and my professional research,

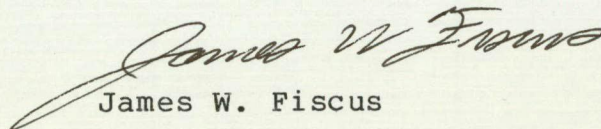


combine to give me the ability to investigate the political, social and legal issues involved in the charter review process.

My training in administration started with my service in the United States Navy as senior Non-Commissioned Officer in charge of a Construction Battalion darkroom. My administrative work continued during the decade in which managed my own business as a photographer. With Metro, I was responsible for managing the data used in a twelve-part governmental study, and for coordinating a series of inter-governmental and inter-agency workshops. With the Chiron Project, I acted as liaison between the Project, the academic departments, and the University's administration. My work included administrative responsibilities. I also began, and helped direct, a year-long review of the operating procedures of the Project. In my work with Metro, the Legislature, and at Portland State, I had to remain constantly aware of the independent political agendas of the people and agencies with which I worked in order to successfully carry out my own job.

I understand the issues affecting the County. I would bring the Charter Review Committee great professional flexibility and knowledge, and can quickly deal with new situations as they arise. Thank you for your consideration, and I look forward to the opportunity to meet with you in person.

Yours,



James W. Fiscus

Encl:

James W. Fiscus

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Writer - Editor - Researcher

3253 S.E. Belmont  
Portland, Oregon 97214  
(503) 239-0292



**JAMES W. FISCUS**  
3253 S.E. Belmont,  
Portland, Oregon 97214  
Phone: AC 503 / 239-0292

**PROFESSIONAL OBJECTIVE**

Administrator with the Charter Review Committee.

**PROFESSIONAL SKILL AREAS:**

**Communication of Ideas and Information**

Ability to write newspaper and magazine articles, technical manuals, training programs, news releases, in-house publications, budgets, and operating procedures. Experience preparing camera-ready copy for publication and audio-visual use. Public speaking experience before large and small audiences. Knowledge of computers.

**Freelance:** Wrote on politics, history, business, features, historical preservation, and technical and scientific fields. **The Chiron Project:** Wrote news releases, articles, advertising booklet, budget/grant documents and operating procedures. **Metro:** Organized and edited written and mathematical data for reports. **Oregon United Nations Association:** Edited and wrote monthly newsletter and press releases.

**Teaching and Administration**

Researched, organized and taught a 400 level university course explaining complex relationship between military tactics and technology to a varied audience. Prepared extensive AV material for the course. Reviewed course proposals and monitored approved courses for student initiated classes. Liaison between student/faculty program and university administration. Managed data for governmental reports. Administered photographic and writing business.

**Portland State University:** History 410 - Military Tactics and Technology, sponsored by the Department of History and the Chiron Project (three-term sequence course). **Chiron Project:** Administrative duties related to direction of program encouraging students to teach University courses. **Metro:** Managed study data on regional transportation, and acted as liaison with local planners. Coordinated meetings and workshops. **Business:** Administered and marketed photographic and writing business, including personnel management.



## Photojournalism and Photography

Prepared photographs and stories for publication and AV use. Prepared AV material to support classroom instructors. Managed civilian and military darkrooms. Covered politics, sports, and outdoor activity for clients and publications.

**United States Navy**, Photographer's Mate 3rd. Class, construction and public relations photography. **Freelanced** for the OREGONIAN'S Northwest Magazine, Willamette Week, Portland Magazine, and others. **Staff photographer**: Portland Community College; 1972 and 1974 campaigns of Senator Wayne Morse; and the Portland Bucaroos professional hockey club.

## Research

Ability to research, analyze and prepare written material on a broad range of subject matters, including: Foreign and military policy, history, scientific and technical matters, legislative and governmental policy, urban planning and law.

**Legislative Assistant**: Investigated constituent problems and legislative issues. Prepared policy statements and recommendations, and staff reports. **Portland State University**: Researched, organized and taught a course on the history of military tactics and technology. **Metro**: Team member on series of regional transportation reports. Managed data used in reports. **Academic**: Extensive research of Asian, Middle Eastern, and strategic affairs.

## Graphics

Produced charts, graphs, project-specific maps for publication and AV use. Prepared layout and camera ready copy - text and photographs - for advertising brochures, newsletters, booklets and reports. Coordinated printing of booklets and reports.

## Events Management

Coordinated scheduling for series of inter-governmental and inter-agency workshops on transportation planning (Metro). Directed inter-collegiate meetings on international affairs involving over 300 students (Lewis and Clark.)

## Technical Subject Fields

Areas of knowledge and expertise: history and historical preservation, Middle Eastern and Asian affairs, political and governmental affairs, legislative policy, education, transportation and urban planning, social services, and law.



**EXPERIENCE**

**Writer.** Concentration on public affairs, history and science fiction. Member, Science Fiction Writers of America (SFWA). 1980-present.

**Photographer-Photojournalist.** November, 1979-April, 1981 and January, 1970-December, 1977.

**Instructor** for Chiron Project & Department of History, Portland State University, Portland, Oregon. September, 1977 - June, 1979.

**Committee Member with Administrative Duties,** Chiron Project, Portland State University. September, 1977 - August, 1978.

**Planning Technician, Transportation,** Metro (Metropolitan Service District), Portland, Oregon. April, 1978-October, 1979.

**Legislative Assistant,** Oregon State Legislature, Salem, Oregon. March-May, 1977.

**Member, State Board,** Oregon United Nations Association, Portland, Oregon. 1972-1974.

**U.S. Navy,** Photographer's Mate 3rd. Class, Service in Vietnam and Okinawa. February, 1966-October, 1968.

**Portfolio, writing samples, and references available upon request.**

**EDUCATION**

**Master of Arts, History,** Portland State University, Portland, Oregon, August, 1987. GPA 3.87.

**Bachelor of Science, History,** Portland State University, December, 1976. GPA 3.4. **Honors:** Member, Phi Alpha Theta.

Northwestern School of Law at Lewis & Clark College, Portland, Oregon. September, 1970-June, 1972. General law courses; Internship, Environmental Section, Multnomah County District Attorney's Office.

Lewis & Clark College, **Passed with Distinction, International Affairs Comprehensive Examination**, Winter, 1970.

**COMPUTER TRAINING**

Over five years experience using computers to write and maintain data files.



James W. Fiscus,  
3253 S.E. Belmont,  
Portland, Oregon 97214  
503/239-0292

#### FEDERAL PLANT CLOSING LAW ENACTED

The Worker Adjustment and Retraining Notification Act takes effect in February, 1989. The Act requires that businesses give 60 days' notice of certain plant closings or mass layoffs to their employees. Suits may be brought in Federal court by employees' representatives, or by units of local government, for damages resulting from an employer's failure to comply with the law. Fines may also be imposed.

Businesses must comply with the Act if they employ "100 or more employees, excluding part-time employees"; or if they have "100 or more employees who in the aggregate work at least 4,000 hours per week," not including overtime.

A "plant closing" is defined as the "permanent or temporary shutdown" of a facility that results in a loss of employment "during any 30-day period " for 50 or more full-time employees. A "mass layoff" is a reduction in the work force that affects at least 33 percent of a facility's full-time employees, and at least 50 persons; or a reduction that affects at least 500 full-time employees.

The 60 day notice period may be reduced if an employer: at the time the notice was due, was "actively seeking capital or business" that would have enabled the employer to avoid or postpone the shutdown indefinitely, and if the notice would have precluded obtaining the capital or business; or if the closing or layoff was caused by business circumstances unforeseeable at the time the notice would have been due. Even if these exceptions apply, however, the employer must give "as much notice as is practicable."

Regulations to carry out the Act will be prescribed by the Department of Labor. Our staff is preparing a detailed analysis of the plant closing bill, and a kit on the measure will be available by February, 1989. If you have questions regarding the plant closing bill, please contact your (client name deleted) representative.

[Note: This article was prepared as a 300 word analysis of certain key provisions of the 1988 Act.]



## 8. Statement of Significance

Certifying official has considered the significance of this property in relation to other properties:

☐ nationally ☐ statewide ☐ locally

Applicable National Register Criteria ☐ A ☒ B ☒ C ☐ D

Criteria Considerations (Exceptions) ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

Areas of Significance (enter categories from instructions)  
Architecture

Period of Significance  
1908-1916

Significant Dates  
1908-1916

Cultural Affiliation  
N/A

Significant Person  
Jacobberger, Josef

Architect/Builder  
Jacobberger, Josef  
Povey, David L. - Stained Glass

State significance of property, and justify criteria, criteria considerations, and areas and periods of significance noted above.

### HISTORICAL SIGNIFICANCE

#### Josef Jacobberger

In the Jacobberger House, historical and architectural significance merge in the presence of one man, Josef Jacobberger, an architect of considerable importance to Portland throughout his career. Josef (sometimes rendered at Joseph) Jacobberger lived in the home with his family from 1908 or 1909 until 1916, when the family moved to the suburban community of Hillsdale. [21] During these years, Jacobberger carried out a significant portion of his work.

Josef Jacobberger was born in Alsace-Lorraine in 1869, and was brought to the United States by his parents when he was two years old. He was raised in the Middle West where his father, Hubert, worked as a building contractor. Jacobberger was educated at Crighton University in Omaha, Nebraska, and later worked as a draftsman for a number of architects in the area. Moving to Portland in 1890, he began work as a draftsman for the firm of Widden and Lewis, where he remained for five years. After leaving Widden and Lewis, Jacobberger began private practice as an architect. In 1893, he married Anna Lillis of Portland. The couple had five children. Carey notes that "Mr. Jacobberger is a democrat in his political views and in religious faith is a Catholic, attending the cathedral in this city." [22]

Jacobberger's Catholic faith appears to have been reflected in the crosses he placed on the verge boards of his home, and in the many commissions he carried out for various Catholic organizations. These include a number listed in the Portland Historic Inventory: the Cathedral of the Immaculate

☒ See continuation sheet

United States Department of the Interior  
National Park Service

National Register of Historic Places  
Continuation Sheet

Section number 8 Page 2

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Conception (now St. Mary's), the Church of St. Michael the Archangel, St. Clement's Parish, two schools and several other buildings. [23] The Knight's of Columbus building, later the Aero Club, was one of his better known designs. He also designed a number of buildings on the Marylhurst College campus. [24] Jacobberger's influence went well beyond his religious buildings, however, as noted by the Oregon Journal: "He was interested in the Oregon Building congress, (sic) and the waterfront development project embodies many of his ideas." [25]

For many years Jacobberger worked in partnership with Alfred H. Smith, together forming one of the more significant architectural firms in Portland. Jacobberger was among the important architects of the City who "nourished the development of Portland's architectural microcosm," as advocated by Albert E. Doyle. [26] When Josef Jacobberger died in March of 1930, he was "one of the best-known architects in the Pacific northwest," [27] and a fellow of the American Institute of Architecture. [28]



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National Park ServiceNational Register of Historic Places  
Continuation SheetSection number 8 Page 3

## ARCHITECTURAL SIGNIFICANCE

House

The rectangular facade of the Jacobberger House is balanced, though asymmetrical, in composition. The plan of the home is also rectangular. The front (north) of the house is dominated to the west by a large salient that holds on the second story - at the center of the building - a rectangular, cantilevered bay supported by carved wooden brackets. Beneath this feature is a large recessed entry porch, serviced by a smaller, balustraded, landing and stairs. East of the main salient, the second floor is cantilevered over the first, which itself carries a small salient projecting outward over a high foundation wall. The overhangs at both levels are supported by heavy, well crafted, wooden brackets. A two story salient to the east holds a first floor porch and a second floor covered balcony. The home is clad with gray cement-asbestos (a.k.a., mineral-fiber) singles. A steeply pitched double gable rises above the main salient, and then intersects the main cross gabled roof, which is also steeply pitched. The combined use of a steeply pitched gabled roof, having intersecting double gables, with projecting bays and porches, all on a rectangular, asymmetrical, plan is characteristic of the Arts and Crafts Style. The shingle cladding, the mixing of sash and casement windows, and the high craftsmanship shown throughout the home, are also characteristics of the style. [29]

The level of craftsmanship throughout the Jacobberger House is high, and is exemplified by the stained glass in the main entry, the living room, and original dining room. The heavy quatrefoil molding on the living room ceiling is distinctive and elegant. The original ceiling of the dining room is most impressive, even when seen in the tight quarters above the false ceiling. The level of craftsmanship continues to the upper floors of the house, exemplified by the continuous sweep of the grand balustrade. Throughout the home, large windows flood the rooms with light. The long, narrow, rectangular shape of the Jacobberger House is particularly suited for the steep hillside to which the building clings. Oral tradition passed from owner to owner maintains that the house was built as part of a "homes of the



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future" project in conjunction with the Lewis and Clark Exposition held in Portland shortly before the building of the home. The use of the concrete-asbestos shingles, and advance electrical wiring for the era, are both reported to reflect the architect's intention to design and build a "home of the future." While it has not been possible to directly confirm this tradition, the Jacobberger House was recognized within a few years' of its construction as a fine, and significant, home in Portland. In 1911, the house was featured as one of only ninety-one homes in a book representing Portland residential architecture. [30]

Cement-Asbestos Shingles

The cement-asbestos shingles (a.k.a., mineral-fiber shingles) that clad the exterior walls of the Jacobberger House mark an interesting, and significant, architectural development. They are a stable, non-friable, compound, and very durable. While cement-asbestos shingles were used primarily from the 1930s through the 1970s, asbestos had been in use in the United States since the early 1900s. [31] An inspection of the Jacobberger House indicates that the cement-asbestos shingles on the building are original to the home. This is shown by both the surface under the shingles, and by the false-shingle form of the concrete of the west wall. The shingles of the Jacobberger House thus represent an early use of this material in Portland. [32] Further, an analysis of photographs from the Oregon Historical Society, taken near the time of the home's construction, show uniform shingles that appear identical to those currently on the house. The match of the shingles extends to the size and pattern displayed in the same section of the home on historic and modern photographs. [33]

David L. Povey

For many years, David L. Povey "did the only creative stained glass in the Pacific Northwest", [34] and was the premier maker of stained glass windows in Portland. This was particularly true during the years in which the Jacobberger House was designed and built. Povey was born in Philadelphia in 1864, the son of a stained glass maker. The family had



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Continuation SheetSection number 8 Page 5

created stained glass for generations. [35] He attended the Cooper Union in New York to study art before moving to Portland. In 1888 he and his brothers, George and John, established the Povey Brother's Glass Company. David Povey died in 1924. Throughout his career, David Povey served as the Povey studio's designer. He "personally supervised every aspect of a commission, from design to choice of color for a leaf and actual installation." [36] Unfortunately, Povey only signed his creations late in his life.

Povey's work showed a "mastery of line" in his designs. He was also "a master in his use of opalescent glass. Opalescent, or flaming opal, is milky in appearance, and may be of any color. It was not used for windows until ... the 1870s. Opalescent and clear glass are not always easy to use in combination. Clear glass transmits a direct light, but opalescent diffuses and retains light and seemingly softens it." [37] Povey's mastery of stained glass design, and of the combined use of opalescent and clear glass, is notable in the windows of the Jacobberger House.

The use of soft colors and the high level of craftsmanship of the stained glass in the Jacobberger House are typical of work produced by David Povey. During her inspection of the home, Polly Povey Thompson noted that the work appeared to be that of the Povey Brothers' Studio. When told that the architect had been Josef Jacobberger, she stated that: "If it was Jacobberger, they are Povey windows. They were as thick as thieves." The two men had a long professional association. [38]

National Register of Historic Places Nomination (Excerpt)  
Prepared During August, 1989, By  
James W. Fiscus and Associates  
3253 S.E. Belmont,  
Portland, Oregon 97214  
Phone: (503) 239-0292

## INTERNATIONAL POLITICS, GUN RUNNING AND THE GULF

By

James W. Fiscus  
3253 S.E. Belmont  
Portland, Oregon 97214  
Copyright By The Author, 1988.

The trial of Oliver North may again reveal details of modern gun running and the international arms trade that seem an echo from the decades before World War I. North, for all his inventiveness, only followed where others led. In implementing the arms for hostages deal, North and his superiors either ignored, or were ignorant of, the politics and history of Iran and the Middle East.

The great powers have always used arms to support regional allies, undercut rival powers, and to block the perceived advances of their enemies. Political alignments have changed. Much else has not.

By 1890, the Southwest Asian arms trade centered on Arabia and the Persian Gulf. Shipments from Europe moved through the Suez Canal to Djibouti in French Somaliland and Muscat in Oman before regional distribution. British, French, Belgian, Indian and German firms were all active at various times. In one typically complex case, obsolete British military rifles were reconditioned in Brussels, purchased by a French firm and shipped on a British vessel to Muscat. Once at Muscat, the arms were loaded on Omani and Persian dhows for distribution throughout the Gulf. Oliver North's agreement to ship arms made in the United States to Iran by way of Portugal and Israel was simple by comparison.

At the turn of the century, the great powers supported or opposed the arms trade as they felt it expedient. Britain usually sought to control the trade in an effort to stop weapons from reaching the Afghan tribes on the Northwest Frontier of India. At the same time, the British helped their friends in Arabia obtain guns. They also encouraged the shipment of arms into French North Africa. France, partly in retaliation for this British action, partly to undermine British influence in the Persian Gulf, protected and encouraged the trade in the Gulf and the Red Sea.



Anglo-French rivalry ebbed with the growing threat of Germany, and after more than two decades France finally allowed controls on the Gulf arms trade shortly before World War I. Great power rivalries largely dictated the course of events in the Gulf. They do so today.

Without the willingness of outside powers to supply weapons to Iran and Iraq, the war could not have continued long past its opening battles. Hoping for political gain, we have supplied weapons to Arabs we consider friends, and Iranians we consider enemies. Stinger missiles arrive in Afghanistan, not so much because we support the Afghans as because we wish to discomfit the Russians. The Russians follow suit in areas where we may be discomfited.

The arms trade always thrives on regional wars. Before World War I, rival clans fought to control Arabia, while Afghan tribesmen fought the British. All wanted modern weapons. Recently, the demand has stemmed primarily from the Iran-Iraq war, and the desire of other nations to defend themselves against spread of that war. There has also been a strong demand from the Afghan fighters, though at a much lower volume. As these wars approach settlements, demand will likely shift to the Arab-Israeli dispute and other conflicts. Regardless of the source of demand, however, when guns are desired, they will be supplied. Only nations without arms industries of their own remain aloof from the arms trade.

The arms trade is often driven by technological change. The high volume of trade at the turn of the century was possible because of the rapid development of small arms. European armies began introducing breech-loading rifles in the 1840's: over the next sixty years, military rifles evolved faster than at any time in the history of firearms. Each time new rifles were adopted, the old were dumped on the international market or distributed to client tribes or nations. A constant flow of reliable, though obsolete, weapons flooded the Middle East.

When Oliver North arranged for the Israelis to ship obsolete models of the Tow anti-tank missile to Iran on the understanding that the United States would allow Israel to buy modern Tows, he followed the traditional practices of the arms trader. When good weapons become obsolete, a nation can sell them or distribute them for political gain; store them, at high cost, for possible future use; or destroy them. Sale or distribution is generally the first choice of nations stuck with surplus weapons.

The casual manipulation by the Western powers - including Russia - of the nations and peoples of the Middle East, and the degree to which the peoples of the Middle East

have occasionally been able to turn that manipulation to their own advantage is a further echo from the past. Kuwait is independent today largely because of Sheikh Mubarak's skill in manipulating the British after he came to power in 1896. Mubarak used the British fear of involvement in the Gulf by other European states and the Ottoman Empire to strengthen his own position. When British interest lagged, the Sheikh used visits by French and Russian warships to revive British concern. Recently, the Kuwaitis have made skillful use of the United States' fear of Russian encroachments into the Gulf to gain the protection of the American flag for their oil tankers. The United States' agreement to re-flag Kuwaiti tankers is also part of an effort to atone for the sale of weapons to Kuwait's Iranian enemies.

Arms have long been the key to influence in the Gulf. When Abdul Aziz ibn Saud was fighting to establish Saudi Arabia, his forces were chronically short of rifles and ammunition, while his enemies were supplied by the Ottoman Empire. The British at first appeared uninterested. Then in 1903, Abdul Aziz met Russian naval officers in Kuwait. The British soon allowed their steamers to carry guns to Kuwait for the Al Saud, despite their public efforts against the arms trade. When British actions were revealed, one British official commented that the "natives" would not be bothered by the conflict between British public policy and private actions.

The actions of Oliver North and the Administration reflect the same contempt for the local people shown eighty years ago by the British. They attempted to pay for political favors and hostages with arms, while failing to understand the cultures and politics of the region. When a nation fails to understand and respect the people with whom it deals, it can be easily manipulated by those people.

End



James W. Fiscus,  
3253 S.E. Belmont,  
Portland, Oregon 97214

## CHIRON AND THE ROLE OF STUDENTS IN EDUCATION

Press Release Prepared February 13, 1987.

The Chiron Studies Program has worked with the students and faculty of Portland State University for nearly two decades to enrich the education offered by the University. In view of the current dispute between the Chiron Studies Program and the Office of the Dean of the College of Liberal Arts and Sciences the student and faculty members of the Chiron Committee believe that we must clearly state the principles that underlie the Program.

The Chiron Committee believes strongly that the active involvement of students in the process of education strengthens the University as a whole and improves the quality of education, and that many members of the student community, when properly supervised, are qualified to teach classes for University credit, even though they may not hold academic positions within the formal University structure. It is especially true of Portland State, given the great diversity among Portland State students, that many students have gained special academic expertise through their studies and work. We believe that the University needs channels to encourage these students to apply their knowledge for the benefit of other students and the curriculum.

In addition to the general contribution to the University, we believe that Chiron provides special benefits to both student instructors and to students who take Chiron classes. For the instructors, preparing and teaching a course under close faculty supervision offers an unmatched opportunity to gain an understanding of teaching and scholarship. The students who take Chiron classes especially benefit by learning from fellow students as a unique scholarly camaraderie with student instructors can develop in which instructors may be role models and motivate scholarly excellence.

We would also note that limited University funding clearly demands close cooperation between all areas of the University to maintain a broad range of classes and to test new courses. Students are often aware of courses needed in the curriculum and should have a role in initiating these courses. Chiron provides that opportunity.

The Chiron Studies Program hopes to continue encouraging student attention to scholarship and the clearly symbiotic relationship between learning and teaching. We shall also continue to encourage innovation in course content and methodology, and the active participation of students in the process of education.

James W. Fiscus  
3253 S.E. Belmont,  
Portland, Oregon 97214

SEP 01 1989

Personnel Officer,  
Multnomah County Charter Review Committee,  
Room 134,  
Multnomah County Courthouse,  
1021 S.W. 4th. Avenue,  
Portland, Oregon 97204



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Helen Franco  
242 NW 10th, #3  
Corvallis, OR 97330

Dear Ms. Franco:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

*Donna*  
SEP 01 1989  
*for Ch. Review*

Helen Franco  
242 NW 10th #3  
Corvallis, OR 97330  
August 30, 1989

Multnomah County Courthouse  
1021 SW 4th, Rm. 134  
Portland, OR 97204

Dear Sir or Madam:


I am writing in regard to the "Administrator" position advertised in the Sunday edition of the Oregonian. My legal experience and administrative skills would seem to make me ideally suited to fill this position.

Enclosed, you will find my resume. As you review it, you will note that I have had three years of administrative and legal experience in the ASOSU Law Office. In addition, my internship with the Affirmative Action office has further expanded my research skills.

I am a self-motivated individual who enjoys working with people and is intrigued with finding answers.

I hope to hear from you soon about a possible interview for this position. You may contact me at this number, 754-6676. Thank you for your time and consideration.

Sincerely,



Helen Franco

enclosure



HELEN M. FRANCO

242 NW 10th #3  
Corvallis, OR. 97330  
Message Phone: 737-4165  
Home Phone: 754-6676

30 Agostino  
Irvine, CA. 92714  
(714) 474-8980

---

EDUCATION

OREGON STATE UNIVERSITY

Corvallis, OR.

- B.A. June 1989
- Honors major in Political Science/Public Administration  
Overall GPA:3.2 P.S.:3.5
- Member, Pi Sigma Alpha National P.S. Honor Society (1987, 1988, 1989)
- Participant, 2 mo. Intensive Spanish Language Program in Quito, Ecuador (1987)

---

WORK EXPERIENCE

OSU AFFIRMATIVE ACTION OFFICE

- Legal Intern to the AA Director, Dr. Stephanie Sanford (1989). Investigated student, faculty, and employee, complaints of discrimination. Interviewed complainants and aided the Director in analyzing possible alternatives for the resolution of these conflicts.

ASOSU LAW OFFICE

- Legal Assistant in landlord/tenant disputes to Audrey Bach, Attorney at Law (1988, 1989). Assisted attorney in interviewing clients, researched applicable case law and statutes, prepared all written correspondence with adverse parties and conducted follow-up reports on all landlord/tenant cases.
- Office Manager (1987, 1988, 1989). Interacted positively and effectively with all clients, performed office duties involving; answering phones, making appointments, filing, taking dictation; record keeping, and the extensive use of word processing skills.

---

ACTIVITIES AND INTERESTS

MUSIC

- OSU Marching Band (1986-1988).
- OSU Symphonic Band (1986-1988) and the 1987 Taiwan tour.

ORGANIZATIONS

- Public Relations Officer, PSSAC. Organized a Peer Advising seminar for students needing help with registration (1989).
- Member, Legal Studies Society (1988,1989).

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Joan S. Holman  
2642 SW 18th Place  
Gresham, OR 97030

Dear Ms. Holman:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



*Joanna*  
SEP 01 1989  
*for Ch. Review*

August 31, 1989

Multnomah County Courthouse  
1021 S.W. 4th Avenue, Rm. 134  
Portland, Oregon 97204

Because of my strong administration background and my understanding of legal processes, I am very interested in the job posted in the Oregonian.

I have worked in varied and increasingly responsible jobs in the business community. I am now seeking an opportunity to put my talents to work in the Public Sector.

My communication and people skills are excellent and I am comfortable with all levels of management. I have reorganized both staff and office function for several departments.

I am a strong facilitator and can bridge concerns between various parties. I'm experienced in writing reports and providing support to management.

I handle details accurately and enjoy researching and sorting information.

Enclosed is my resume.

I believe that my varied technical background, communication expertise and administrative experience recommend me to this position.

I look forward to an opportunity to further discuss my skills and interests. Please contact me at the address below.

Sincerely yours,

*Joan S. Holman*

Joan S. Holman  
2642 S.W. 18th Place  
Gresham, OR 97080  
Bus. phone 636-4899

JOAN S. HOLMAN  
2642 S.W. 18th Place  
Gresham, OR 97080

Res: (503) 661-1678  
Bus: (503) 636-4899

### OBJECTIVE

Administrative position utilizing experience and skills in:

- . Streamlining Office Systems
- . Training and Development
- . Implementing Automation
- . Team Building
- . Solving Problems
- . Overall Administrative Operation Skills

### SUMMARY

Seventeen years experience in increasingly responsible management positions in areas of accounting, insurance, finance and office operations. Excellent skills both in dealing with the public and internal staff, especially in the area of training and development.

### EXPERIENCE AND SELECTED ACCOMPLISHMENTS

#### BENJ. FRANKLIN FINANCIAL SERVICES

1982 - 1989

##### Administrative System Support Manager Controller

Transformed antiquated accounting system into an up to date computerized accounting program, which for the first time adequately supported the needs of a large and growing organization.

Directed reconciliation of major customer accounts unbalanced over a four year period. Designed and implemented program which enabled "non accountant" to accurately maintain several hundred records monthly of customer and company accounts.

Built poorly organized office clerical staff into an efficient, flexible well trained team. Expanded ability to support entire company efforts with greater efficiency and improved relations among staff.

Set up simplified accurate procedures to handle new products as they were acquired.

Set up a program to keep current and correct commission records for all of the sales agents.

Totally reorganized life insurance procedures in both Mortgage and Credit life departments to make them more efficient and cost effective, saving the equivalent of one full-time employee.

#### EQUITABLE SAVINGS AND LOAN ASSOCIATION

1972 - 1982

##### Assistant Manager - Equitable Agency Supervisor, Tax and Analysis Dept. Bookkeeper

Restructured accounting system; in planning and automating the department, the following results were achieved:

- . Saved the equivalent of 1.5 full time employees;
- . Cleared 1000 customer accounts;
- . Uncovered serious case of employee fraud.

Modified system for payment of property taxes on mortgages in three states, to be able to stop errors in advance of problem. Set up computer program to catch any omissions or duplications, produced less errors for company and customers and cut back overtime by 50%.



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Kim R. Inhoff  
1322 NE 55th Ave.  
Portland, OR 97213

Dear Ms. Inhoff:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

September 1, 1989

Multnomah County Charter Review Committee  
Multnomah County Courthouse  
1021 S.W. 4th Avenue, Room 134  
Portland, Oregon 97204

Dear Ladies and Gentlemen:

In response to your ad for an Administrator to the Multnomah County Charter Review Committee, I am offering the following comparison of your requirements and my qualifications:

Your Requirements

Legal Training

Administrative Experience

Carries Out Special Projects

Intergovernmental &  
Interdepartmental Relations

People Skills, Communication  
Skills, Public Relation Skills

My Qualifications

Studied Administrative Law as  
Part of MPA Program

10 years Organizational  
Management

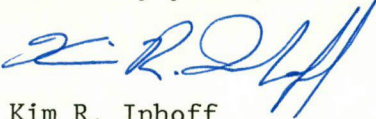
3 years in Project Management

3+ Years Experience, Received  
Highest Performance Ratings

That describes me perfectly

My resume is enclosed to give you a clearer picture of my objective and achievements. I welcome the opportunity to discuss further how I may be of value to the County.

Sincerely yours,

  
Kim R. Inhoff  
1322 N.E. 55th Avenue  
Portland, Oregon 97213  
(503) 287-0131

Enclosure

*Inna J. G. Review*  
SEP 01 1989



K I M R . I N H O F F

1322 N.E. 55th Avenue  
Portland, Oregon 97213

(503) 287-0131

OBJECTIVE

A career position utilizing my experience and skill as a communicator, problem solver and decision maker.

QUALIFICATIONS

Communicator  
Formulator  
Organizer

Problem Solver  
Implementor  
Analyzer

Decision Maker  
Evaluator  
Researcher

ACHIEVEMENTS

Managed numerous Corps of Engineers project studies, insuring all were completed on schedule and within operating budget.

Developed purchasing plan which increased organizational productivity 78% within period of 15 months.

Upgraded budgetary and financial accounting processes for social services organization, which resulted in significant improvement in organizational analysis and planning.

EXPERIENCE

ECONOMIST - Planned and conducted studies of economic and social impacts from proposed infrastructure and resource development projects, by contacting local governments, citizens and organizations. Coordinated and integrated activities with those of other organizations to achieve goals. Analyzed projects to assess project effectiveness and utility. Supervised assisting professional staff on assigned tasks.

1984 - 1987

U.S. Army Corps of Engineers

Oregon

POLICY ANALYSIS INTERN - Analyzed proposed operational unification of three fire districts in Washington County. Determined manpower requirements and assessed economic feasibility/tax level impact of district unification proposal, while evaluating potential political problems associated with unification.

1987

Washington County Fire Dist. #1

Oregon

PROGRAM ANALYSIS INTERN/CONTRACTING CONSULTANT - Analyzed Multnomah County's Special Prosecutor Program for utility and effectiveness. Developed automated method for continued of program analysis by D.A.'s Office.  
1986 - 1987                      Multnomah County D.A.'s Office                      Oregon

LEGISLATIVE INTERN - Researched, compiled, and analyzed pending legislation. Abstracted and summarized background legislative information. Organized support for Representative's legislative programs. Acted as liaison to representatives of committee staffs, legislative staffs and special interest organizations.  
1983                      Office of Rep. R. H. Bauman                      Oregon

CONGRESSIONAL INTERN - Investigated constituent complaints, assisting in relations with government agencies. Determined complaint validity and made recommendations for problem resolution.  
1982                      Office of Rep. Les AuCoin                      Oregon

AVIONIC NAVIGATION SYSTEMS TECHNICIAN/ELECTRONIC WARFARE SYSTEMS SPECIALIST - Supervised, trained, advised, and assessed personnel; set production goals, assigned tasks and coordinated work activities to meet deadlines. Developed and monitored personalized training programs, conducted performance reviews and employee counseling. Performed quality control functions covering all aspects of maintenance, administration, and training of personnel.  
1973 - 1983                      U.S. Air Force & Reserves                      U.S. & Overseas

#### EDUCATION

Master of Arts, Public Administration, Management & Policy Analysis Program  
Lewis & Clark College

Bachelor of Science, Political Science, Portland State University.

Bachelor of Science, Economics, Portland State University.

Management & Administration course work, U. S. Air Force.



September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Sarah E. Scott  
2267 NW Irving  
Portland, OR 97210

Dear Ms. Scott:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee

LB  
Sarah Elizabeth Scott  
2267 Northwest Irving  
Portland, Oregon 97210

*Sanna*  
SEP 01 1989  
*for Ch. Review*

August 30, 1989

Hiring Committee  
Multnomah County Courthouse  
1021 Southwest Fourth, Room 134  
Portland, Oregon 97204

Dear Hiring Committee:

I recently became aware that you are accepting letters of application for the position of Administrator to the Multnomah County Charter Review Committee. Enclosed please find my resume and a list of references for your consideration.

I have practiced law in the areas of taxation and general business matters for the past two years. Although I enjoy the theoretical aspects of the law, I would prefer to utilize my analytical skills in areas other than private practice. Therefore, I am presently exploring employment options outside of the realm of private law firms.

During my undergraduate education, I was employed as an Office Administrator for United Foam Corporation. This position provided me with experience in many facets of administration, including implementing corporate policies and procedures and acting as a liaison for upper management.

As an attorney, I have dealt extensively with the Internal Revenue Code, including the Treasury Regulations. Further, my experience as an attorney, both in and out of the courtroom, has developed my written and oral communication skills to a high level, allowing me to interact comfortably with unfamiliar people and situations.

I believe that my experience and continued education, in addition to my willingness to work hard, makes me well-suited to the position of Administrator.

Thank you for your attention to my qualifications. I look forward to hearing from you soon.

Yours very truly,

*Sarah E. Scott*

Sarah E. Scott



## SARAH ELIZABETH SCOTT

2267 Northwest Irving  
Portland, Oregon 97210

Work : (503) 294-1249  
Home: (503) 222-7201

Admitted to the practice of law in Oregon (1987) and before the United States Tax Court (1987).

### EDUCATION

Portland State University  
1988 to present

Emphasis: Accounting

Portland, Oregon  
G.P.A.: 3.75

Northwestern School of Law of Lewis and Clark College  
J.D.: May of 1987

Portland, Oregon  
Class Rank: Top 16%

Boise State University  
B.A.: December of 1981

Majors: Social Science-Anthropology  
General Art-Art Metals

Boise, Idaho  
G.P.A.: 3.2

Dean's List:  
Juried Student Art Exhibition:

1979, 1980  
1979, 1981

### LEGAL EXPERIENCE

#### Attorney

Cyr, Moe & Benner, P.C.  
1230 Southwest First Avenue, Portland, Oregon 97204

October 1988  
To July 1989

General business practice in the areas of tax law, including representation of clients before the I.R.S., commercial law, real estate transactions, corporate law, and estate planning.

#### Attorney

Internal Revenue Service District Counsel  
3225 North Central, Suite 1500, Phoenix, Arizona 85012

September 1987-  
October 1988

Prepared and litigated tax cases in the United States Tax Court; reviewed work product of Revenue Agents and advised as to collection matters; reviewed decision documents and settlement stipulations generated by Appeals Division; advised Department of Justice regarding suits in Federal District Court; advised Special Procedures Function on diverse tax questions.

#### Law Clerk

Internal Revenue Service District Counsel  
400 West Bay Street, Jacksonville, Florida 32202

June 1986-  
August 1986

Answered Tax Court petitions; advised Revenue Agents; participated in various aspects of bankruptcy; prepared suit letters; researched and prepared advisory opinions for Special Procedures Function.

#### Judicial Intern

Honorable Timothy J. Hanson, Third Judicial District Court of Utah  
240 East Fourth Street, Salt Lake City, Utah 84111

June 1985-  
August 1986

Observed trial sessions; researched and prepared memoranda on various issues.

### NONLEGAL EXPERIENCE

1982-1983

Hewlett-Packard Corporation; Boise, Idaho

Lab Technician

Summer 1981

Dr. Ken Ames, Boise State University; Boise, Idaho

Field Archaeologist

1978-1982

United Foam Corporation; Boise, Idaho

Office Administrator

**SARAH ELIZABETH SCOTT**

References

Honorable Timothy J. Hanson  
Third Judicial District Court of Utah  
240 East Fourth South  
Salt Lake City, Utah 84111

Telephone: (801) 535-5677

Mr. Thomas O. Moe, Esquire  
Cyr, Moe & Benner, P.C.  
1230 Southwest First Avenue, Third Floor  
Portland, Oregon 97204

Telephone: (503) 224-1148

Mr. Roger Rhodes, Esquire  
District Counsel  
I.R.S. District Counsel  
3225 North Central, Suite 1500  
Phoenix, Arizona 85012

Telephone: (602) 241-5352

Mr. Dennis DeBerry, Esquire  
Assistant District Counsel  
I.R.S. District Counsel  
3225 North Central, Suite 1500  
Phoenix, Arizona 85012

Telephone: (602) 241-5352

Mr. Roy Fischbeck, Esquire  
District Counsel  
I.R.S. District Counsel  
Box 35027, FOB  
400 West Bay Street  
Jacksonville, Florida 32202

Telephone: (904) 791-2788

Ms. Jody Noon, Esquire  
Mitchell, Lang & Smith  
One Main Place Building  
Portland, Oregon 97204

Telephone: (503) 221-1011

Mr. James K. Hayward  
District Manager  
Great Western Foam Products  
1630 Cebrian  
West Sacramento, California 95691

Telephone: (916) 372-3142



NAME: Scott, Sara

DATE: 9/6/89

TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.		3	
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.		3	
4. Ability to understand issues and present them orally and in writing.		3	
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.		3	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.		3	
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.		3	
11. Knowledge of procedures in meeting with the media.		3	
12. Skill in operating computer/word processor.			

TOTAL 39

NAME:

Sarah Scott

DATE:

9-7-89

LB

TITLE: Committee Administrator

YES

LIMITED

NO

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.		X	
2. Ability to write clearly and concisely.	X		
3. Ability to communicate orally with people from varying backgrounds.		X	
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.		X	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.		X	
9. Knowledge of County protocol.		X	
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.		X	
12. Skill in operating computer/word processor.			X

18  
25

TOTAL

A3



NAME:

Sarah Scott

DATE:

9/7/89

TITLE: Committee Administrator

YES

LIMITED

NO

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.	5		
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5		
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.		3	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.		3	
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.		3	
12. Skill in operating computer/word processor.			0

TOTAL

35  
12  
47

L. Venter bery

September 20, 1989

Multnomah County Charter Review Committee  
c/o Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Michele L. Waldock  
1511 SW Park, Apt. 1202  
Portland, OR 97201

Dear Ms. Waldock:

Thank you for your interest in the position of Committee Administrator for the Multnomah County Charter Review Committee.

The competition was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



1511 S.W. Park Apt. 1202  
Portland, Oregon 97201  
August 28, 1989

Multnomah County Courthouse  
1021 S.W. 4th, Room 134  
Portland, Oregon 97204

Dear Sir or Madam:

In response to your advertisement in *The Oregonian*, (8/27/89), I enclose my resume and would appreciate your considering me for the position of Administrator for the Multnomah County Charter Review Committee.

Yours sincerely,



Michele Lee Waldock

**Michele Lee Waldock**

1511 SW Park, Apt.1202

Portland, OR 97201

(503) 224-3405

<b>Academia</b>	1957-62	Portsmouth Southern Grammar School, England. O Level G.C.E. passes in English Language, Literature, History, Geography, Latin, Music.
	1963-68	The College of Law, Guildford, England. Admitted Solicitor of the Supreme Court of Judicature.
<b>Law</b>	1968-71	Associate: Freeboroughs, London. Civil and criminal law.
	1971-80	Lawyer attached to the company secretariat of Imperial Chemical Industries, London, and its subsidiaries. Corporate and business law, including general legal advice to board members and senior management, processing of legal matters including third party claims, negotiating and preparing legal agreements, scrutinizing and advising on new and impending legislation.
<b>Theater/TV</b>	1981	Librarian, British Theatre Association, London.
	1982	Assistant Business Manager, Programme Acquisitions, BBC Television. Acquiring programs at all stages of production from independent producers for showing primarily in the U.K.
<b>Academia revisited</b>	1984	University of Texas at Austin. B.A. Communications program with emphasis on video production.
	1985	Arizona State University. Continuation of above. (Jan-May 1987, student studio trainee, KAET TV, Tempe, AZ.)
	1987	University of Portland. (Jan-May 1989, internship with Oregon Film Partners.)
	1989	Graduated B.A. Communications, <i>maxima cum laude</i> . Outstanding Senior in Communications award.

**General Information:**

Born: Portsmouth, England, 27 May 1946

Married: 10 Jan 1981

U.S. Permanent Residency granted Feb 1989

**Interests:**

Theater, film/video, music (classical, particularly opera).

Stage actor/director for >20 years.

**References available on request.**



NAME: Waldock, Michele

DATE: 9/6/89

TITLE: Committee Administrator

	YES	LIMITED	NO
<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.		3	
3. Ability to communicate orally with people from varying backgrounds.		3	
4. Ability to understand issues and present them orally and in writing.		3	
5. Ability to remain neutral when recording/considering input from interested parties.		3	
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.		3	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.		3	
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.		3	
11. Knowledge of procedures in meeting with the media.	5		
12. Skill in operating computer/word processor.	0		

TOTAL 39

NAME:

Michelle Waldoek

DATE:

9/7/89

TITLE: Committee Administrator

YES

LIMITED

NO

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.	5		
2. Ability to write clearly and concisely.		3	
3. Ability to communicate orally with people from varying backgrounds.	5		
4. Ability to understand issues and present them orally and in writing.	5		
5. Ability to remain neutral when recording/considering input from interested parties.	5	8 <sup>2</sup>	
6. Ability to attend all committee meetings.	5		
7. Ability to understand and function within county structure.		3	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.		3	
9. Knowledge of County protocol.		3	
10. Knowledge of research techniques.	5		
11. Knowledge of procedures in meeting with the media.	5		
12. Skill in operating computer/word processor.			0

L. Vanden Berg

TOTAL

35  
12  
47



LB

NAME: Michelle WaldoDATE: 9-7-89TITLE: Committee Administrator

YES LIMITED NO

<u>Knowledges, Skills, and Abilities:</u>			
1. Ability to work well with people from varying backgrounds.		X	
2. Ability to write clearly and concisely.	X		
3. Ability to communicate orally with people from varying backgrounds.	X		
4. Ability to understand issues and present them orally and in writing.	X		
5. Ability to remain neutral when recording/considering input from interested parties.	X		
6. Ability to attend all committee meetings.	X		
7. Ability to understand and function within county structure.		X	
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.		X	
9. Knowledge of County protocol.		X	
10. Knowledge of research techniques.	X		
11. Knowledge of procedures in meeting with the media.	X		
12. Skill in operating computer/word processor.			X

35  
12TOTAL 47



August 30, 1989

*Sonna*  
SEP 01 1989  
*Jr Ch. Review*

Multnomah County Courthouse  
1021 SW Fourth Avenue  
Room 134  
Portland, OR 97204

RE: The Administrative Position to the Multnomah County  
Charter Review Committee

This letter is in response to your advertisement in the the Oregonian regarding the above mentioned position.

My background offers a diversity of experience in office administration responsibilities for a rapid growth High Tech company, and with a large corporation in personnel administration. My experience as a legal assistant would hopefully meet your needs for the legal training and research skills you require. Other responsibilities have included market research, records management and budget control. I am a capable coordinator and excel where organization is demanded. I possess exceptional communication skills, both verbal and written and respond positively where there is a variety of responsibilities.

In addition to the qualifications set forth in the enclosed resume, I have gained a reputation for taking initiative, being a self starter who is thorough and efficient, with the ability to work independently. I am a mature professional who believes in the integrity of my work and the confidentiality of my position. The qualities that I possess, together with my capacity for professional growth, would enable me to make a significant contribution to you.

I welcome the opportunity for a personal meeting at your convenience to discuss the position. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

*Sandra Ross Behrens*

Sandra Ross Behrens

196 Oswego Summit  
Lake Oswego, OR 97035  
636-0018

Encl.



**SANDRA ROSS BEHRENS**

196 Oswego Summit

Lake Oswego, Oregon 97035

(503) 636-0018

---

**OBJECTIVE**

Seeking to utilize skills and abilities in  
MANAGEMENT / OFFICE ADMINISTRATION

**QUALIFICATIONS**

Offer several years of experience in **Office administration, Sales, Executive Support, and Legal Assistance.** Skills include:

- . Human Resource Management
- . Training and Supervision
- . Public Relations
- . Market Research Analysis
- . Sales
- . Office Organization
- . Writing/Editing
- . Computer/Office Skills

Known for excellent time management skills and decision making ability. Work well with the public and with customer/clients. Particular strengths lie in organizational ability and communication skills.

**EXPERIENCE HIGHLIGHTS**

**BENEFITS COUNSELOR**

Employee Communications & Insurance Services, Inc., Western States  
My work involves benefits counseling to the employees of large institutions and corporations, primarily in the Northwest, explaining their complex benefits plans and advising the most appropriate avenue for employees and family members. 1988-Present

**PERSONNEL ASSISTANT**

Providence Medical Center, Portland, Oregon  
Coordinated employment process by screening requisitions, posting jobs and advertising positions. Interviewed applicants, verified licenses and registrations, reference checking. Liaison with Department heads and management. Administered orientations. Supervised staff. 1987

**LEGAL ASSISTANT**

Vick & Gutzler, Portland, Oregon  
Assisted in all aspects of litigation from initial client interviews through verdict or settlement. Documented evidence, prepared legal documents, summarized depositions, monitored discovery, and assisted at trial. 1986-1987



OFFICE MANAGER / PERSONNEL COORDINATOR

Archinetics, Inc., Portland, Oregon  
Implemented administrative procedures for this computer software development company. Interviewed, hired and trained support staff, and administered benefits plan. Designed and managed record keeping procedures, budget preparation and control, purchasing, market research strategies, and customer service procedures. Company went out of business. 1984-1986

ADDITIONAL EXPERIENCE

Prior experience includes positions as ADVERTISING COORDINATOR for Simpson Timber Company, Seattle; COPYWRITER for Ogilvy-Mather Advertising, New York; and INTERNATIONAL RESERVATIONS MANAGER, Hertz Corporation, Boston.

EDUCATION

Bachelor of Arts in English, Mary Washington College of the University of Virginia

Continuing education has included:

Personnel Administration Studies at Portland State University

Business studies at Portland Community College and Portland State University

Word Processing at Key Computer Concepts, Inc., Portland, Oregon

AFFILIATIONS

Oregon Legal Assistants Association

National Legal Assistants Association

National Association of Female Executives

Public Relations & Membership for Oregon Chapter of  
National Association of Female Executive

REFERENCES

References and additional information supplied upon request.

Available immediately.



*Donna*  
*Tr. Ch. Review*  
SEP 01 1989

August 30, 1989

Multnomah County Courthouse  
1021 SW 4th, Room 134  
Portland, Oregon 97204

To whom it may concern:

Enclosed is my vita in application for the position of  
Administrator to the Multnomah County Charter Review Committee.

I am looking for an interim position such as this to gain  
valuable experience for permanent administrative work. You will  
find my experience and training extremely relevant. I have a  
year of law school, and have just completed a Ph. D. in education  
policy and management. I am skilled in research, governance,  
development and drafting of rules and regulations, organization  
theory, organization development interventions (including  
communications, problem-solving, meeting skills, and working with  
conflict) and policy analysis.

I look forward to hearing from you soon regarding the status of  
my application.

Sincerely,

*Fielding Cooley*

Fielding Cooley, Ph.D.

*No address or telephone  
number given.*

*L. Tanden Berg*  
*9/14/89*

## VITA

NAME OF AUTHOR: Fielding Edwards Cooley

PLACE OF BIRTH: Sherman, Texas

DATE OF BIRTH: July 3, 1943

### GRADUATE AND UNDERGRADUATE SCHOOLS ATTENDED:

University of Oregon  
University of Tennessee  
Mississippi College

### DEGREES AWARDED:

Doctor of Philosophy, 1988, University of Oregon  
Master of Science, 1984, University of Oregon  
Bachelor of Science, 1967, University of Tennessee

### AREAS OF SPECIAL INTEREST:

Work group social psychology, organization culture, and  
organization development consulting.

### PROFESSIONAL EXPERIENCE:

Assistant Professor (administrative appointment) Assistant  
to the Dean for College Development, College of Education,  
University of Oregon, Eugene 1988-89

Develop evaluation plans for the college's programs,  
write proposals for funds, write program development  
reports, and continue the alumni development activities  
I began while working for the Dean as Alumni  
Development Assistant.

Alumni Development Assistant (GTF), College of Education,  
University of Oregon, Eugene 1987-88

Research, plan, and develop an active dues paying  
alumni membership society for the College of Education.  
Provide coordination and policies and procedures  
development to the Dean concerning the College's alumni  
relations with the College of Education Alumni Society  
Advisory Board, the U of O Foundation, the U of O  
Alumni Association, and university development  
officers. Coordinate publicity for alumni and College



activities with the editorial staff of The Leader,  
(College of Education newsletter).

Researcher in Organization Development (GTF), College of  
Education, University of Oregon, Eugene 1986-87

Coordinate the Division of Education Policy and  
Management's and the University Council of Education  
Administration's (UCEA) Center for Organizational  
Development in Schools activities. Assist in the  
development of the Center's goals, activities, and  
evaluation criteria. Wrote the Center's evaluation  
report to UCEA. Initiated, developed, and provided  
resources to a cadre of graduate student OD  
consultants. Researched and wrote an annotated  
bibliography of scholarly books, monographs, articles,  
and research papers in organizational development in  
schools.

Rancher and Building Contractor, Douglas county, Oregon,  
1981-83

Own and operate a 300 acre sheep and timber ranch. Bid  
commercial and residential ceramic tile jobs. Analyze  
contractor and architect plans and specifications.  
Coordinate contracts with owners, contractors,  
architects, and tile suppliers and setters.

Executive Director, Douglas County Child Care Council,  
Roseburg, Oregon, 1976-81

Manage a non-profit community services corporation  
including operations, budget development, funds  
coordination, and development of policies and  
administrative rules in conjunction with a board of  
directors and state and federal agencies. Develop a  
management information system to coordinate the  
Council's education and support services grants with  
our brokerage of provision of care funds for five day  
care centers and 200 para-professional home care  
providers. The system provided monthly, quarterly, and  
year-end audit reports to our board of directors and to  
county, state, and federal agencies. Supervise a staff  
of seven professionals including hiring, firing, salary  
scale and benefit package development, job  
descriptions, and in-service training.

Education Program Director, San Francisco Ecology Center,  
San Francisco, Ca., 1971-73

Develop and produce citizen education programs on a variety of topics related to the environment of the city including--Air and water pollution, high-rise, freeway, rapid transit, and waterfront development, urban planning, parks, and natural areas preservation. Spoke before neighborhood organizations, local government bodies, schools, and hosted a weekly radio show.

Teacher, secondary Science and History, Roseburg School District, Roseburg, Or., 1973-74; Wolf Creek Job Corps, Glide Or., 1974; Pinellas County Schools, Clearwater, Fla., 1968-70

#### AWARDS AND HONORS:

Phi Delta Kappa, University of Oregon, 1988

Graduate Teaching Fellowship, Division of Educational Policy and Management, University of Oregon, 1985-87

Received "high pass" on the comprehensive examination for Ph. D. candidacy, 1986

Appointed to the University of Oregon, College of Education Alumni Advisory Board, 1985

Chosen by the Oregon Child Care Councils as spokesperson before the Oregon Joint House and Senate Human Resources Committee, 1980

Appointed by the Douglas County Commissioners to the board of the Sub-area Health Systems Advisory Council, 1980

Appointed Chairperson of the 1979 Oregon Legislature's Fiscal Committee Task Force on Child Care



#### PUBLICATIONS:

"Evolution of School Board Culture," (forthcoming) Journal of Thought, Northern Illinois University, Leadership & Policy Studies, DeKalb, Illinois, Summer, 1990, Volume 24, No. 2.

"UCEA Program Center on Organizational Development in Schools," UCEA Review, The University Council for Education Administration, Tempe, Arizona. Co-author Richard A. Schmuck. Spring, 1987.

Bibliography on Organization Development in Schools: selected and annotated, (Extracted and updated from the Bibliography on Organizational Change In Schools: selected, annotated and indexed, Philip J. Runkel and Pamela Harris.) Division of Educational Policy and Management, College of Education, University of Oregon, Eugene, Oregon. 155 pages, 1986.

" 'Technofear' Busting," The Clearing House, Heldref publications, 4000 Albemarle Street, N.W. Washington, D.C., page 310, March, 1986.

Handbook of Family Services in Douglas County, Department of Human Resources, State of Oregon, Salem, Oregon, 1978.

#### REFERENCES:

Robert D. Gilberts, Dean, College of Education, University of Oregon, 101 Education, 686-3405.

Richard A. Schmuck, Associate Dean, Division of Educational Policy and Management, College of Education, University of Oregon, 125B Education, 686-5171.

Chris E. Voelz, Athletic Director, Intercollegiate Athletics, University of Minnesota, Bierman Hall, 516 15th Ave., S.E., Minneapolis, MN 55455, (612) 624-8000.

Gary Ferrington, Coordinator, Instructional Technology Services, University of Oregon, Center for Advanced Technology in Education, 1787 Agate Street, 686-3460.

Senator John Kitzhaber, M.D., Oregon State Senate, Salem, Oregon 97310, 440-3343.

James K. Phillips, past Chairman of the Board of Directors, Douglas County Community Child Care Council, 1651 S.E. Hamilton, Roseburg, Oregon 97470, 673-6533.

Kathleen C. Mason, former Coordinator and member of the Board of Directors, San Francisco Ecology Center, 1110 Filbert Street, San Francisco, California 415/776-9021.



COMMITTEE ADMINISTRATOR  
Position Description

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The Committee Administrator will provide support for the Multnomah County Charter Review Committee. In conjunction with the Committee Chair, s/he will develop the work plan and time lines to insure that all legal deadlines are met.

Based on legal training the incumbent will conduct research on a variety of issues concerning county government. S/he will prepare written reports as they are identified by the members of the Committee. In addition, the minutes of meetings and summaries of testimony received will be prepared for the public record in an impartial manner.

Incumbent will be responsible for scheduling public hearings and arranging for invited testimony. As the full time Committee representative, s/he will interface with the media and the general public.

Additionally, s/he will be responsible for the day to day administrative duties to include maintaining Committee budget records, attending all committee meetings, and supervising clerical staff.

Word processing/computer skills are required.

TITLE: Committee Administrator

Knowledges, Skills, and Abilities:

1. Ability to work well with people from varying backgrounds.
2. Ability to write clearly and concisely.
3. Ability to communicate orally with people from varying backgrounds.
4. Ability to understand issues and present them orally and in writing.
5. Ability to remain neutral when recording/considering input from interested parties.
6. Ability to attend all committee meetings.
7. Ability to understand and function within county structure.
8. Knowledge of State and County laws pertaining to structure and authority of governing bodies.
9. Knowledge of County protocol.
10. Knowledge of research techniques.
11. Knowledge of procedures in meeting with the media.
12. Skill in operating computer/word processor.



ADVERTISEMENT PLACED IN THE OREGONIAN ON August 26-27, 1989

ADMINISTRATOR: Up to 11 month Staff assignment to Multnomah County Charter Review Committee. Legal training and administrative experience required. Excellent communication and research skills. Up to \$25,000. Send Resume, postmarked by 9/1/89, to Multnomah County Courthouse, 1021 SW 4th Avenue, Room 134, Portland, OR 97204.

The cost of the ad is \$92.50.

All applications must be postmarked by 9/1/89. None will be accepted if after that date.

The Personnel Committee will review all applications received on 9/7/89 to identify the top candidates.

Interviews will be conducted on 9/12/89.

Recommendation to the Charter Review Committee on 9/13/89.

APPLICATIONS RECEIVED FOR POSITION OF ADMINISTRATOR, CHARTER REVIEW  
COMMITTEE.

Gwen Abjullah	MPA
Blaine Ackley	MA
Sandra Behrens	BA English
Marilyn Betzold	n/a
Hannah Branson	BA English
Albert Burrow	n/a
Melanie Clark	AA Adm. Justice
Fielding Cooley	Ph D, Philosophy
Lisa Cahn	BA Languages
Susan Des Camp	BA Social Work
James Fiscus	MA
Helen Franco	BA Pol. Sci.
Joan Holman	n/a
Kim Inhoff	MPA
M. Frances Mathis	n/a
Robin Olsen	M.M.
Melanie Robinson	BA Pol. Sci.
John Rupp	MPA
Lisa Salo	M Ed

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Paul Beasley	U of O Law School
Margaret Genne	Lewis & Clark Law
Robert Newton	Western States Univ.
William Rapp	Lewis & Clark Law
G. Connie Runia	Willamette Law
Sarah Scott	Lewis & Clark Law
Michael Taylor	U of O Law School
Michele Waldock	England (Law)



APPLICATIONS EVALUATED, RATED, AND INTERVIEWED

Michael Taylor	166
William Rapp	157
G. Connie Runia	153
Paul Beasley	149
Robert Newton	147
Margaret Genne	146

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APPLICANTS NOT INTERVIEWED

Michelle Waldock	133
Sarah Scott	129

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: Committee Administrator

YES      LIMITED      NO

Knowledges, Skills, and Abilities:

- |  |  |  |  |
|--|--|--|--|
| 1. Ability to work well with people from varying backgrounds.                                    |  |  |  |
| 2. Ability to write clearly and concisely.   |  |  |  |
| 3. Ability to communicate orally with people from varying backgrounds.                           |  |  |  |
| 4. Ability to understand issues and present them orally and in writing.                          |  |  |  |
| 5. Ability to remain neutral when recording/considering input from interested parties.           |  |  |  |
| 6. Ability to attend all committee meetings.   |  |  |  |
| 7. Ability to understand and function within county structure.                                   |  |  |  |
| 8. Knowledge of State and County laws pertaining to structure and authority of governing bodies. |  |  |  |
| 9. Knowledge of County protocol.   |  |  |  |
| 10. Knowledge of research techniques.  |  |  |  |
| 11. Knowledge of procedures in meeting with the media.   |  |  |  |
| 12. Skill in operating computer/word processor.  |  |  |  |

TOTAL \_\_\_\_\_



Yes = 5

Limited = 3

No = 0

Maximum score = 60

INTERVIEW QUESTIONS FOR POSITION OF COMMITTEE ADMINISTRATOR, MULTNOMAH  
COUNTY CHARTER REVIEW COMMITTEE

1. Please describe any administrative experience you may have.
2. Have you had any experience in working with the news media?
3. What are your computer skills, if any?
4. Please describe any experience you have gained in working with political issues?
5. Do you have any experience in working with Multnomah County or within a county structure?
6. What is your knowledge of State and County laws pertaining to the structure and authority of governing bodies?
7. Will you be available to attend all of the evening committee meetings?
8. Why do you feel you are the right person for this job?



Multnomah County Charter Review Committee  
% Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Dear :

Thank you for your interest in the position of Committee Administrator with the Multnomah County Charter Review Committee.

We were unable to consider your application as it was received past the September 1, 1989 deadline. However, we do appreciate the time you spent in preparing your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee,  
Multnomah County Charter Review Committee

Multnomah County Charter Review Committee  
% Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Dear                   "

This is to confirm your selection for the position of Committee  
Administration for the Multnomah County Charter Review Committee. You  
are officially on our rolls as of September 18, 1989.

We are pleased that you have accepted our offer of employment and are  
looking forward to a mutually beneficial working relationship.

Sincerely,

Personnel Committee  
Multnomah County Charter Review Committee



Multnomah County Charter Review Committee  
% Multnomah County Courthouse  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Dear :

Thank you for your interest in the position of Committee Administrator with the Multnomah County Charter Review Committee.

It was a pleasure meeting with you and exchanging information about our Administrator position. The competition was exceptionally keen. Though you have not been selected for the position we appreciate the time you took to submit your resume and come in for the interview.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee,  
Multnomah County Charter Review Committee

Multnomah County Charter Review Committee  
%Multnomah County Court House  
1021 SW 4th Avenue, Room 134  
Portland, OR 97204

Dear :

Thank you for your interest in the position of Committee Administration with the Multnomah County Charter Review Committee.

The competition for this position was exceptionally keen. Although you were not selected for the position we appreciate the time you gave to us in submitting your resume.

We wish you success in your future endeavors.

Sincerely,

Personnel Committee,  
Multnomah County Charter Review Committee



March 23, 1990

TO: Bill Rapp, Administrator  
Charter Review Committee

FROM: Donna Tucker

Please accept my resignation, effective Friday,  
April 6, 1990.

Sincerely,

*Donna Tucker*