



OFFICE OF THE GOVERNOR  
STATE CAPITOL  
SALEM, OREGON 97310

October 26, 1979

TO: Governor Atiyeh *[Signature]*  
FROM: Kay Toran *[Signature]*  
RE: Progress Report

This report highlights the activities of the Affirmative Action Office during the period August 1st through October 27th. The Office believes that this has been a productive period of time and that a foundation has been established to develop and direct an affirmative action program to assure equal employment opportunities in state government.

On September 14, 1979, an Executive Order was issued by the Governor which is a comprehensive statement which speaks to the responsibilities administrators have to assure an effective affirmative action program. This order also establishes the authority of the Governor's Affirmative Action Office.

The final draft of the Affirmative Action State Plan has been approved by the Governor and will be distributed to agencies on November 1, 1979.

Plans have been finalized for an Affirmative Action Conference scheduled for November 27th, 9:00 - 4:00, at the Prime Rib Restaurant in Salem. The conference will provide a forum for the Governor to formally present his Executive Order to the State Affirmative Action Officers. The new State Affirmative Action Plan will be presented also by me at this meeting. Other issues to be focused upon include: barriers to affirmative action and resolutions; EEO/AA laws, federal and state; sections 503/504 of the Rehabilitation Act. Community leaders from various minority groups will be invited to attend this conference to learn first-hand about the Governor's Affirmative Action Program.

The Affirmative Action Office continues to publish a monthly newsletter (AA Exchange) that disseminates important information about affirmative action activities, laws and data to each Affirmative Action Officer. This organ has proved to be an effective communication tool.

Information regarding the implementation of SB-5555 (the bill providing funds for the remodeling of state facilities to become accessible to the handicapped) was provided to agencies September 20th. This memo also included information about the consultant role VRD will assume to assist state agencies in their compliance with 504. Agencies were made aware that the implementation of 504 statewide would be coordinated between VRD, General Services and the Governor's Affirmative Action Office.

One exciting activity that continues to grow and develop is DISCOVERY: A Network for Women in State Government. This group continues to meet monthly, providing women opportunities to share concerns, ideas and general information about issues relevant to women employed in state government. Our speakers have included Alice Armstrong, Glenna Hayden, Marilyn Miller, Nancy Ryles and Shirley Woodrow. More and more interest is expressed by other women to attend these meetings. Interest has been expressed by women in the Portland metropolitan area and in Central Oregon to start a group in these regions. These requests will be evaluated carefully before the concept is extended into other areas. The group is planning a social activity on December 18th, 5:00 - 7:00 PM, which will include invitations to the Governor and other administrators.

Much energy is being put into developing an Affirmative Action Talent Bank (changed from "Minority Talent Bank") to assist agencies in their recruitment efforts. We continue to receive resumes that suggest some very capable people. We are beginning to accept the reality that our Bank is going to be too large to continue manually. Efforts to computerize the operation are now being discussed.

In terms of the hiring of minorities, the Governor has had some real success during the last month. General Services has hired two persons in responsible positions in that Division. A man, Calvin Johnson, has been hired as the Administration's Management Analyst, and a woman has been hired to manage the Minority Business Enterprise Program. Both happen to be Black. The Affirmative Action Office did a pre-interview of Calvin Johnson and then referred him to Mr. Ralls. On the second hiring, our office was involved in supplying a list of qualified minorities to General Services' Personnel Manager.

Adult & Family Services has hired Ben Tally, a Black man, as Multnomah Regional Manager as of today. The Affirmative Action Office was actively involved in this process, ~~\_\_\_\_\_~~  
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Children's Services Division has offered their Affirmative Action Officer position to a minority. The person will accept or reject no later than Monday, October 29th.

This office is referring specific individuals to fill two positions open in the Oregon Liquor Control Commission. Both are top administrative positions, one for the Directorship of their License Division and the other for Deputy Administrator, OLCC. We are likewise referring three individuals for consideration to the position of Administrator of the Vocational Rehabilitation Division.

These successful hirings in the last three weeks make me believe that the Governor's message and commitment are being converted into action.

The Affirmative Action Office has begun to make presentations about our program to state agencies and community groups. To date, these presentations have been well received and people believe that the office has a workable program.

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In the community presentations, there have been areas of concern raised by different minority groups.

1. Does the Governor have an overall program which will address the general needs of minorities, i.e., transportation program, human resource program, energy program, etc.?
2. To date (according to Hispanics), there have been no Hispanic appointments to Boards and Commissions.
3. Minority businesses are wanting guarantees of more contracts.

This summarizes our activities and progress to date. Hopefully our next report will be as rewarding.

cc: Lee Johnson