

*Approved February 9, 1993*

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MINUTES  
SEXUAL HARASSMENT FOR ELECTED OFFICIALS MEETING  
BOARD OF COMMISSIONER'S CONFERENCE ROOM  
JANUARY 12, 1993 8:30 A.M. - NOON

Presented by: Jacquelyn Romm, Attorney at Walters Romm & Chanti

Attended by: Ellie Dumdi, Steve Cornacchia, Jack Roberts, Doug Harclerod, Bob McManus, Bill Van Vactor, Bill Simons, Cindy Cable, Cinda Taylor, Margot Helphand, Arlene Marshall, Jane Burgess. Beth McAllister, Recording Secretary.

This special session was requested by the elected officials of Lane County. Jacquelyn Romm presented the topic of sexual harassment in the workplace. She distributed a handout which described what sexual harassment is and the laws pertaining to it. The handout also listed questions and answers on how to deal with this topic.

Three key points that Jacquelyn stated to the group are:

1. Take every complaint seriously.
2. Always investigate.
3. Always conclude the case (always do a follow-up).

The follow-up is very critical because it does not leave any loose ends and shows that there was some type of resolution of the situation. The worst thing that you can do is nothing.

The majority of this meeting was spent discussing this topic and certain types of scenarios and how to deal with them. Jacquelyn stressed that the way to deal with the problem will depend on the situation.

This meeting concluded at 12:00 noon.

*Beth McAllister*

Beth McAllister, Recording Secretary