



**REPORT TO  
Personnel and Public Employees Committee  
City of Sacramento**

**915 I Street, Sacramento, CA 95814-2604  
www.cityofsacramento.org**

**Discussion Calendar  
February 07, 2012**

**Honorable Chair and Members of  
The Personnel and Public Employees Committee**

**Title: Review of Applications for Human Rights/Fair Housing Commission**

**Location/Council District: (Citywide)**

**Recommendation:** Review applications and nominate candidates.

**Contact:** Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk  
Barbara Lehman, Executive Director, (916) 444-6903 x 132, Human Rights/Fair  
Housing Commission

**Presenters:** None

**Department:** City Clerk's Office / HRFHC

**Division:** N/A

**Organization No:** 04001011

**Description/Analysis**

**Issue:** Review applications and/or conduct interviews to identify the most qualified candidates to nominate and forward to the Mayor for appointment.

**Policy Considerations:** None.

**Environmental Considerations:** None.

**Commission/Committee Action:** None.

**Rational for Recommendation:** To review applications to identify the most qualified individuals for nomination to the Mayor for appointment to the City's various advisory boards.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.



Respectfully Submitted by: \_\_\_\_\_

Katia Ligaiviu,  
Deputy City Clerk

Recommendation Approved:



\_\_\_\_\_  
Stephanie Mizuno,  
Assistant City Clerk

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**ATTACHMENT 1**

**Background:**

The following applicants are under consideration for positions on city boards and commissions.

<b>Board/Commission:</b>	Human Rights/Fair Housing Commission
<b>Available Positions:</b>	One (1)
<b>Category Description(s):</b>	<b>Category A:</b> City Appointee
<b>Status of Incumbent:</b>	<b>Jennifer Daw:</b> Resigned

No.	Applicant Name	District	Category	Comments	
1	Dana Mitchell	3	A		



# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

Application for

## Appointment to Boards/Commissions and Committees

JAN -4 P 2: 26  
2012

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Regional Human Right Fair Housing Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Public At Large A  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_
- Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Mitchell Dana L. E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ Coloma Way Sacramento CA 95819  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Three (3) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: (916) Business Telephone: (916)

Please state the reason you would like to be a member of this board/commission (or attach):

Please see attached

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

HRFH Commission and CHRLA Board

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

BS, Government Studies, CSU Sacramento, JD, McGeorge School of Law

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: January 1997

EMPLOYER NAME: California Legislature

TO DATE: present

ADDRESS: Street # 152 Sacramento CA  
Street # Street Name City State

**DUTIES:**

Legal and policy analysis for legislative committee

**PRIOR EMPLOYER(S):**

FROM DATE:

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

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**DUTIES:**

FROM DATE:

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

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**DUTIES:**

FROM DATE:

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

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**DUTIES:**

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE:

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

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

\_\_\_\_\_

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Dana L. Mitchell  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

None

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature:   */s/ Dana Mitchell*   Date:   1/3/12    
Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?       Yes       No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?       Yes       No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

None necessary

# **DANA LILLIAN MITCHELL**

## ***PROFESSIONAL EXPERIENCE***

### **2006-PRESENT CHIEF CONSULTANT, CA STATE ASSEMBLY**

Responsible for legal and policy analysis of proposed legislation and informing the legislature of developments in the issue areas of Arts, Entertainment, Sports, Tourism and Internet Media for a standing committee of the California State Assembly.

### **2004 - 2006 LEGISLATIVE DIRECTOR, CA STATE ASSEMBLY**

Responsible for development and management of proposed legislation introduced by Assemblywoman Montañez, including AB 68, the strongest auto consumer protection measure in the nation. Other duties include staff development, constituent services and position recommendations to the Member on legislative proposals.

### **1996 - 2004 POLICY ANALYST AND COUNSEL, CA STATE SENATE**

Held a variety of positions including: Counsel to the Senate Judiciary Committee, where areas of emphasis included employment and anti-discrimination laws and proposed legislation affecting constitutional rights; Chief Counsel for first-in-the-nation standing Committee on Privacy, drafted landmark legislation which created the California Office of Privacy Protection and SB 1386 (the Data Breach Notice Act), which has become a model for the nation; Counsel to the Committee on Rules with an emphasis on privacy legislation and policy.

### **1995-1996 ATTORNEY, SACRAMENTO, CA**

Private practice. Emphasis in civil rights and employment law. Appearances before State and Federal courts statewide, in both criminal and civil matters, as well as administrative hearings. Experienced in all aspects of litigation and motion practice up to and inclusive of trial.

### **1991-1996 POLITICAL CONSULTANT, SACRAMENTO, CA**

Political issue and campaign strategist focusing on legislative, media and governmental relations. Director of two statewide initiative campaigns; provided policy analysis for diverse clientele at state and local levels; organized community and grassroots outreach; established press relations and media coverage for politicians and issues.

## ***EDUCATION***

1994 JURIS DOCTORATE, McGeorge School of Law

1988 BACHELOR OF ARTS, CSU Sacramento

## ***AFFILIATIONS AND APPOINTED POSITIONS HELD***

1994-Present CALIFORNIA STATE BAR, Active Member

2004-2011 SACRAMENTO REGIONAL FAIR EMPLOYMENT AND HOUSING COMMISSION

2004-Present CENTER FOR HUMAN RIGHTS & LEGAL ADVOCACY, Board of Directors

2006-Present SACRAMENTO EMPLOYMENT & TRAINING AGENCY, Community Action Board

2009-Present PEOPLE REACHING OUT, Board of Directors

DANA LILLIAN MITCHELL  
Coloma Way, Sacramento, 95819

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

January, 03, 2012

City Clerk's Office  
915 I Street  
Historic City Hall, 1st Floor  
Sacramento, California 95814

~~2011~~ JAN - 3 A 11: 46  
2012

**Re: Reappointment to Regional Human Rights/Fair Housing Commission**

To Whom It May Concern:

It is with great pleasure that I submit my name for your consideration to renew my service as a member of the Regional Human Rights/Fair Housing Commission as the City of Sacramento "At Large" appointment. I have been honored to act as one of the county representatives to the Regional HRFH Commission in the past, however my term expired. During the interim I have continued to serve the commission as a member of the CHRLA Advisory Board. It is my strong desire to continue to use my education, commitment and community connections in service to the county as a member of the Regional HRFH Commission.

I believe that my experience as a legislative staffer has been beneficial to the commission during my tenure, as we dealt with issues of statewide concern. I also hope that my years of community involvement with Sacramento's LGBT community prepared me to respond to issues of discrimination that have occasionally arisen. In addition, my being a civil rights attorney has given me a unique perspective amongst the commission members, as one who has actually litigated EEOC and FEHA cases. I have volunteered to serve as the commission representative to the SETA Community Advisory Board. This opportunity has been one which I am very thankful for, and I am very interested in maintaining my commitment to the SETA CAB, along with the HRFH Commission.

Thank you for your consideration of my application for reappointment as a commission member to represent the City of Sacramento to the Regional Fair Employment and Housing Commission.

Sincerely,



Dana Mitchell

cc: Barbara Lehman, Executive Director, Regional HRFH Commission