

MEMORANDUM TO SENATOR DOLE

DA: April 16, 1995

FR: Alec Vachon

RE: MEMO TO HOWARD GREENE RE DISABILITY SERVICES COORDINATOR

- * Attached for your signature is a memo to Howard Greene, approving Kim Brown as Disability Services Coordinator in the Sergeant at Arms.
- * BACKGROUND: As you may recall, in December you wrote Howard asking that he appoint a Disability Services Coordinator (MEMO ATTACHED). In January, Howard forwarded the name of Kim Brown to you (LETTER ATTACHED). I understood that this letter was a courtesy and that the appointment had been made, but in a routine follow up, found Howard was waiting for a memo from you.

UPDATE ON OTHER SENATE OFFICES ON ACCESSIBILITY

- * ARCHITECT: The Architect appointed an "ADA Accessibility Coordinator" (Jim Ellison), who is listed in the current Senate Telephone Directory. The Architect has designed a permanent ramp for the Old Senate Chamber--I have asked for a copy of the plans.
- * SECRETARY OF THE SENATE: Sheila has organized in January an internal group to review accessibility of Secretary services. I am following up to determine its progress.

April 17, 1995

TO: Howard Greene
FROM: Senator Dole
SUBJECT: Disability Services Coordinator

Thank you for sharing with me the resume of Kim J you intend to appoint to the position of Disability Services Coordinator for the Sergeant at Arms. I trust Ms. Brown will do a fine job.

I encourage you to include this title with Ms. Brown's entry in the next edition of the Senate Telephone Directory. Please note that on page 143 of the current directory (March 1995), the Architect has listed the name of the accessibility coordinator in his office for easy reference.

As I wrote you in December, I suggest your office undertake a "self evaluation" or internal assessment of the accessibility and usability to members, staff, visitors, and constituents with disabilities of services provided by the Sergeant at Arms. Although the Sergeant at Arms released a policy on reasonable accommodations for employees in January 1994, to my knowledge a complete evaluation has not been done. At some point, it might also be useful to survey Senate offices as to their needs and satisfaction in this regard.

I appreciate your attention to this matter, and please keep me posted on any developments. If I can provide any assistance, please let me know, or contact Alexander Vachon of my staff at 4-8959.

United States Senate

OFFICE OF THE SERGEANT AT ARMS
ROOM S-321, THE CAPITOL BUILDING
WASHINGTON, DC 20510-7200

*Orig → Sen.
cc (att) → SB,
Alec, File*

January 20, 1995

Honorable Bob Dole
Majority Leader
United States Senate
Washington, DC 20510

Dear Senator Dole:

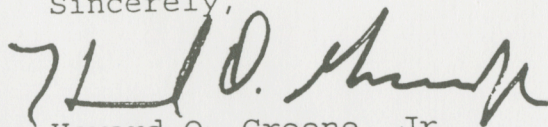
In response to your request to designate a Disability Services Coordinator in the office of the Sergeant At Arms, I recommend we appoint Kim Brown.

Kim is the Personnel Administrator in the Human Resources Department and has worked for the Sergeant At Arms for the past seven years. Personally, Kim has experience in the disability area, as she is a multiple transplant patient. (I have attached a copy of Kim's resume for your review.)

I feel Kim would be an appropriate choice for this assignment. Please let me know if you have any questions or need additional information.

Thank you for your consideration of this request.

Sincerely,



Howard O. Greene, Jr.
Sergeant At Arms

HOG, Jr:pf
Attachment

KIMBERLY C. BROWN

4570 MacArthur Boulevard, NW, #107
Washington, DC 20007

(202)298-8384 (h)
(202)224-3664 (w)

PROFESSIONAL EXPERIENCE

UNITED STATES SENATE, SERGEANT AT ARMS, Washington, D.C.

Personnel Administrator

1989 - Present

Responsible for management of general personnel administration for over 850 employees who comprise the support staff of the US Senate; Office of the Sergeant at Arms (SAA). Supervise one personnel assistant. *Promoted from Human Resources Assistant.*

Experience includes the following:

- Payroll Administration: Process personnel actions for payroll with a budget of over \$32 million. Produce budget reports on overtime compensation, fiscal year expenditures and annual payroll statistics.
- HR Policy Administration: Review and revise SAA employment forms, brochures and Employee Handbook to comply with current policies on ADA, Family Medical Leave and SAA general employment policies. Represent SAA in unemployment hearings.
- Employee Relations: Act as liaison between employees and Director of Human Resources. Counsel employees on employment policies, grievance process and employee services.
- Training: Designed, developed and delivered weekly orientation seminar to Capital Hill interns. Publicized speakers for Senate seminar program. Conducted survey of Senate offices to determine management training needs. Research, plan and administrate an adult work-place literacy program.
- Recruitment/Staffing: Interview applicants for potential employment in Senate offices. Provide assistance in resume writing and job placement.
- HR Information Systems: Member of selection team formed to write requirements for enhanced HRIS system. Following vendor demonstrations, review and evaluate potential systems to determine feasibility in the SAA work place.
- Other duties:
 - Manager for U.S. Senate Combined Federal Campaign (CFC), the Federal government's United Way campaign. Organize Senate staff to contribute over \$185,000 to local and national charities.
 - Assist with week-long Senator-elect orientation programs.

Human Resources Assistant

1988 - 1989

Assisted with all aspects of office administration including workers' compensation, employee leave and recruitment. Editor for monthly employee newsletter.

GROCERY MANUFACTURERS OF AMERICA, Washington, D.C.;

Staff Assistant

1987

Participated in association's tri-annual audit and researched tax proposals for legislative lobbying.

ACTIVITIES/PROFESSIONAL AFFILIATIONS

THRIVE!: NATIONAL KIDNEY FOUNDATION (NKF) YOUNG MEMBERS' ASSOCIATION

Chairman

1994 - Present

Vice-Chairman

1993 - 1994

Assisted in the creation of a division of NKF fundraising which targets young professionals. Plan, organize and publicize social events, develop membership and lead board meetings.

THE TRANSPLANT FOUNDATION

National Board Member/State Coordinator

1993 - Present

Established a state chapter comprised of local volunteers. Plan, organize and manage fundraising events. Includes all financial management, volunteer recruitment and coordination and grant writing. Raised over \$15,000 to assist organ transplant recipients in need of costly medication.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

1992 - 1993

Member

HISPANIC CENTER, Washington, D.C.

English Teacher

1988 - 1990

Taught English to Central American refugees as part of alien amnesty program.

EDUCATION

UNIVERSITY OF MADRID, Madrid, Spain

Summer 1987

Graduate course work in Spanish Art History and Civilization.

GEORGETOWN UNIVERSITY, Washington, D.C.

May 1987

Bachelor of Arts in Government. Concentration: International Relations. Minor: Spanish.

COMPUTER SKILLS

Proficient with Windows applications: Lotus 123, WordPerfect 6.0 and Paradox.