

JENNIFER ANNE ADAIR, ESQ.

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DIVERSITY & INCLUSION EXPERIENCE

State of Ohio, Department of Administrative Services (Columbus, Ohio)

Equal Employment Opportunity Program Manager, Division of Equal Opportunity

April 2017-present

Duties: Re-envisioned and manages the Unit that helps State Agencies *Embrace Diversity & Inclusion* through strategic implementation of enforcement, compliance, education, engagement, and policy initiatives, including Diversity & Inclusion (and Affirmative Action) strategic planning designed to promote the State of Ohio D&I Vision around its people, policy, and public service, including development of the State of Ohio D&I Organizational Continuum as a measurement tool. Manage the State's internal Equal Employment Opportunity Program, including investigation of complaints. Develop curriculum and present education on EEO and D&I topics to leadership and employees, including: Sexual Harassment Prevention & Awareness; Equal Opportunity Employment 101; Diversity & Inclusion 101; Managing D&I; D&I Strategic Planning for Organizations; Implicit Bias; Privilege at Work; Generational Diversity; Cultural Competency; Civility; Work Culture Improvement Planning; and Internal EEO Investigations. Strategically partner with internal DAS teams, other state agency EEO Officers, HR departments, training departments, and talent management to break barriers and implement statewide D&I practices.

Ohio Attorney General's Office (Columbus, Ohio)

Manager of Diversity & Inclusion Initiatives, Human Resources

Feb. 2015-April 2017

Duties: Responsible for all AGO Diversity & Inclusion Initiatives as defined by the AGO D&I Plan in the areas of Retention, Engagement, and Recruitment; authored AGO D&I Plan and managed development and review process; Chair of D&I Committee and Sub-Committees; worked directly with Administration, Human Resources, and all AGO Sections on D&I Plan implementation and communication; represented AGO in external D&I events, programs, and meetings; responsible for internal D&I communication; developed and conducted D&I training and programming; first individual to hold position.

John Mercer Langston Bar Association (Columbus, Ohio)

President, Member of the Columbus Bar Association's Managing Partner Diversity Initiative

July 2011-June 2013

Volunteer Duties: Engage in discussion about Diversity and Inclusion at major law firms in Columbus; identify and develop needs for improvement; participate and engage in development of the Managing Partners Diversity Initiative Five-Year Plan.

Columbus Bar Association (Columbus, Ohio)

Chair, Minorities in the Law Committee

June 2007-July 2009

Volunteer Duties: Assist in management of the CBA's Minority Clerkship Program; meet with employers and participants to address needs and concerns; provide training for student participants; provide networking and programming for committee members.

Other D&I Presentations, Training, Education

- Ohio Attorney General's Office: Diversity & Inclusion Education Topics (2015-present)
- John Mercer Langston Bar Association: Diversity & Inclusion in the Law (2016)
- Ohio State Women's Bar Association: Diversity & Inclusion Discussion, Panel Member (2016)
- Bricker & Eckler's Corporate Counsel Summit: Diversity Panel (2016)
- Ohio State Bar Association: Environmental Law Committee Diversity Panel (2017)
- Ohio State University, Center for Urban and Regional Analysis: Transportation and Neighborhoods (2018)

ELECTED PUBLIC SERVICE

Columbus Board of Education (Columbus, Ohio)

Board Member, Columbus City Schools

Appointed to Term January 2019 to December 30, 2019; Elected to Term January 1, 2020 to December 30, 2024

LEGAL & POLICY EXPERIENCE

Ohio Attorney General's Office (Columbus, Ohio)

Deputy General Counsel for Law Enforcement Initiatives & Senior Assistant Attorney General, Administration

July 2013-Jan. 2015

Duties: Policy, research, legislative, and strategy work on criminal initiatives; worked with all criminal sections; worked directly with upper management team; developed and implemented strategic plans for community outreach and employee engagement; worked directly with OPOTA and BCI on policy development; worked with legislative team to write, review, amend criminal justice legislation; created and wrote the Law Enforcement Bulletin; maintained and developed relationships with law enforcement.

Associate Assistant Attorney General, Court of Claims Defense Section

Sept. 2008-Dec. 2012

Duties: Defended State agencies before the Ohio Court of Claims in tort, property and contract actions, including employment discrimination, contract, medical malpractice, negligence, false imprisonment, and premise liability cases; conducted interviews and prepare witnesses for trial; researched, drafted, reviewed, and filed pleadings, motions, and memorandum; conducted depositions and pretrial discovery; conducted motion hearings and trials; argued appeals; responsible for all aspects of litigations from start to finish with an average case load of 80 cases.

Assistant Attorney General, Health & Human Services Section

Nov. 2005-Sept. 2008

Duties: Represented State agencies in appellate, trial and administrative proceedings throughout the State of Ohio and in Ohio Federal Courts; conducted interviews and prepare witnesses for court and administrative hearings; advised clients; conducted research for, draft, reviewed and filed trial documents and appellate briefs; conducted depositions and pretrial discovery. *Clients:* The Ohio Department of Developmental Disabilities; the Ohio Department of Mental Health; the Ohio Department of Alcohol and Drug Addiction Services; the Ohio State Dental Board; and Ohio State Board of Nursing.

Legal Intern, Health & Human Services Section

May 2004-May 2005, Aug. 2005-Nov. 2005

Duties: Conducted legal research and writing on topics concerning the State health and human service agencies and departments; drafted motions, briefs and memoranda for attorneys; represented the State in administrative hearings as a certified legal intern; revised the Ohio Administrative Law Handbook.

Attorney General's Office: Internal Committees/Groups

- Attorney General's Advisory Group for Diversity and Inclusion (2015-present)
- Diversity Committee: Chair (2014-present), Member (2008, 2013-present)
- Hiring Interviewer (2007-2011, 2013-present)
- Law Enforcement Training Task Force (2014-2015)
- Safe Neighborhood Project (2014-2015)
- Heroin Task Force (2013-2014)
- Crime Victims Outreach Initiative Team Leader (2013-2014)
- Professional Development Group (2010-2011)
- Elections Task Force (2008)
- Special Litigation Group (2007-2010)
- Summer Law Clerk Committee (2007)
- Mentorship Program (2007-2008)

Ohio Department of Medicaid (Columbus, Ohio)

Senior Staff Attorney

Jan. 2012-June 2013

Duties: In-house counsel for large state agency; provided legal counsel to staff, management, the public, and the Ohio Attorney General's Office on Medicaid policy and eligibility issues; managed and assisted the Ohio Attorney General's Office in litigation of civil and administrative matters; fulfilled public records and subpoena requests; provided assistance to general public; revision and review of agency contracts; review Ohio Administrative Code and Ohio Revised Code revisions; worked collaboratively with sister agencies and county boards on Medicaid eligibility issues; tort recovery/subrogation; Affordable Care Act and Medicaid Expansion knowledge.

Franklin County Juvenile Courts (Columbus, Ohio)

Hearing Officer, Teen Court Diversion Program

May 2003-June 2007, Jan. 2008-April 2012, Mar. 2013-Dec. 2013, Jan. 2014-2015

Duties: Presided over Court; instructed teen participants in proper trial advocacy and preparation of prosecution and defense attorney cases; acted as liaison between parents, teens and staff; assisted the Director with administration and logistics of the program.

Legal & Policy Presentations, Training, Education, & Publications

- County State Medicaid Hearings Training: Persuasive Oral and Written Presentations (2005, 2007)
- David D. White Continuing Legal Education Seminar: Administrative Law 101 (2007)
- "To Be or Not to Be A 'Government' Attorney," Columbus Bar Association's Lawyers Quarterly Magazine: Better Lawyer Section (Fall Edition 2009)
- Select Topics in Governmental Law Continuing Education: Public Records and State Immunity (2010)
- "Dancing in the present: The legal profession of today," The Daily Reporter (May 8, 2012)

TEACHING EXPERIENCE

Miami Jacobs Career College (Columbus, Ohio)

Paralegal Program Instructor: Wills, Trusts and Estate Administration

October 2008-January 2009

Duties: Plan and taught lessons designed to give a general understanding of Probate law; wrote and evaluated students through quizzes, examinations and projects; communicated directly with administration.

Columbus City Schools (Columbus, Ohio)

Mock Trial Instructor: Centennial High School

Aug. 2004- Feb. 2011

Volunteer Duties: Plan and taught lessons on basic constitutional law based on a competition problem; plan and taught lessons on trial advocacy; prepared and organized practices in preparation for completion; assigned and coached high school students on attorney and witness roles; communicated with school faculty and parents; attended competition.

Capital University Law School (Columbus, Ohio)

Legal Teaching Assistant: Criminal Law, Constitutional Law I

Fall 2003, Fall 2004

Duties: Taught supplemental materials to supplement professor's lessons; followed lesson plan and held office hours; developed resources and PowerPoint presentations; communicated with professor on course objectives; answered questions and assisted students.

EDUCATION, TRAINING, & LICENSURE

Capital University Law School (Columbus, Ohio)

Degree: Juris Doctor - 2005

Awards and Honors

- Dean's Service Award (2005)
- Public Service Award (2005)
- Order of the Barrister (2005)
- Dean's Scholarship Award (2002-2004)
- Minority Law Endowment Scholarship (2004)
- CALI Awards: Criminal Law (2002), Trial Advocacy (2004)

Activities

- National Moot Court Team Oralist (2003)
- Moot Court Board: Associate Chief Justice External (2004-2005), Member (2003-2004)
- Street Law Program: Student Coordinator and Instruction (2002-2005)
- Graduation Committee (2004-2005); Class Gift Committee (2005)
- Teaching Assistant: Criminal Law (2003), Constitutional Law I (2004)
- Black Law Student Association: Member (2002-2005), Community Service Chair (2003-2004)
- First Year Moot Court Competition Participant (2003)

Alumni Activities

- Law Alumni Association Board: Board Member (2007-present), President (2013-2014), Volunteer (2006-2007)
- Class of 2005 Reunion Chair (2010)
- African-American Law Alumni Association: Board Member (2007-2014), Secretary (2008-2009), Student Liaison Chair (2008-2009), President (2009-2011), Immediate Past President (2011-2014)
- Capital University Law School Paralegal Program Advisory Board (2010-2013)

Northwestern University (Evanston, Illinois)

Degree: Bachelor of Arts, Political Science - 2002

Awards and Honors

- Norris Student Center Employee of the Year (2002)

Activities

- National Mock Trial Team (1999-2000)
- Black Undergraduate Law and Business Society: President (2000-2002), Treasurer (1998-2000)
- Freshman Emerging Leader Program: Instructor (2000-2002)
- Norris Student Center Advisory Board Trustee (2001-2002)
- Norris Student Center Manager (2000-2002)
- Mentoring Program (1998-2002)

Leadership Training

- Lead Ohio Management Training (2017)
- LeanOhio Yellow Belt, Six-Sigma Program (2017)
- African American Leadership Academy: Academy Fellow, Class 8 (2012)
- Columbus Bar Association: Leadership Academy (2007)
- Northwestern University: Emerging Leader Program (1998)

Licenses to Practice Law

- Supreme Court of Ohio (Nov. 2005)
- United States District Court for the Southern District of Ohio (Jan. 2006)
- United States District Court for the Northern District of Ohio (Feb. 2008)
- United States Sixth Circuit Court of Appeals (Aug. 2008)
- United States Supreme Court (Nov. 2010)

PROFESSIONAL INVOLVEMENT

Columbus Bar Association (Columbus, Ohio)

- Member (2005-present)
- Admissions Committee (2016-present)
- Board of Governors (2010-2014)
- Columbus Bar Services Board (2010-2015)
- Government Agencies Committee: Chair (2009-2010), Co-Chair (2010-2011)
- Minorities in the Law Committee: Co-Chair (2007-2009)
- Summer Leadership Internship Program: Instructor (2005-2008) and Participant (1997)
- Minority Clerkship Program (2003)

Ohio State Bar Association and Ohio State Bar Foundation (Columbus, Ohio)

- Member (2005-present)
- Ohio State Bar Foundation Fellow (2010)
- Council of Delegates: Delegate of District 7 (2011-present), Parliamentarian (2010-2011)

John Mercer Langston Bar Association (Columbus, Ohio)

- Member (2005-present)
- Immediate Past President (2013-2014)
- President (2011-2013)
- Treasurer (2007-2011)
- Chair Judicial Committee (2014-2015)
- Chair Barrister Salute Committee (2007-2012)
- African-American Conference for Aspiring Lawyers Committee (2006-2012)

American Constitutional Society (Columbus, Ohio)

- Executive Board, Membership Committee Co-Chair (2011-2013)
- Executive Board, Member-At-Large (2010-2011)
- Member (2009-2013)

Ohio Supreme Court (Columbus, Ohio)

- New Attorney Mentor Program, Mentor (2013-2014)

COMMUNITY AND VOLUNTEER INVOLVEMENT

City of Columbus Recreation & Parks Commission (Columbus, Ohio)

- Commissioner (2013-present)

North Linden Area Commission (Columbus, Ohio)

- Chair (2012-2019)
- Commissioner (2011-2019)
- Blue Print Columbus Committee Member (2013-2015)

Columbus City School District (Columbus, Ohio)

District Administration

- Member, Policy Committee (2017-present)

Maize Elementary School

- Site Based Council Member (2016-present)
- BoxTop Coordinator (2016-present)
- Facebook: Maize Parents' Page Administrator (2016-present)

Centennial High School

- Mock Trial Team Instructor/Coach (2004-2011)
- Senior Breakfast Speaker (2011, 2013)
- Class of 1998 Reunion Committee (2008, 2018)
- Homecoming Grand Marshall (2007)
- National Honor Society Induction Speaker (2007)
- Black History Month Speaker (2007)

Mansion Day School (Columbus, Ohio)

- Most Valuable Parent Organization (2015-2016)
- Room Parent (2015-2016)

Maize Road Civic Association (Columbus, Ohio)

- Secretary/ Treasurer (2014-2016), President (2013-2014), Acting President (2010-2011)
- Executive Committee Member (2011-2016)
- Chair, Beautification Committee (2011-2016)
- Founding Member; Constitution Drafter (2010)
- Strategic Planning Coordinator (2010-2011)

Northwest Civic Association (Columbus, Ohio)

- President, (2008-2010), Vice President (2008), Secretary (2007-2008)
- Board Trustee (2007-2010)
- Chair Schools and Student Interns (2007-2010)
- Zoning, Graphics and Development Chair (2008-2010)
- Columbus Community Coalition, Representative (2008-2010)
- Columbus Community Coalition, Co-Chair (January 2008-June 2008)
- Co-Chair Holiday Lights Contest (2007-2008)
- Columbus City Council Area Commission/Civic Association Work Group Member (2007-2008)
- Student Trustee (1997-1998)

NON-PROFIT ACTIVITIES

Cystic Fibrosis Foundation, Central Ohio Chapter (Columbus, Ohio)

- Halfway to St. Patrick's Day Party Committee Member (2007-present)

Future Possibilities, Inc. (Columbus, Ohio)

- Immediate Past President (2015-2016)
- President (2014-2015)
- Board Member (2011-2016)

Neighborhood Design Center, Inc. (Columbus, Ohio)

- Board Member (2013-2015)

United Way of Central Ohio (Columbus, Ohio)

- Key Club Board Member (2014-2015)

AWARDS

- Capital University Moot Court Board Alumnus of the Year (2006)
- Capital University Alumni Outstanding Service Award (2008)
- Ohio State Bar Foundation Community Service Award for Attorney's 40 and Under for District 7 (2010)
- Northwest Civic Association: Anna Mildred Henderson Award for Community Service (2011)
- Ohio Attorney General's Office: Teamwork Award (Professional Development Committee) (2011)
- John Mercer Langston Bar Association: Emerging Leader Award (2012)
- Capital University Law School Black Law Student Association: Martin Luther King Image Award (2013)
- Ohio Attorney General's Office: Teamwork Award (Guardianship Guide) (2014)