BOARD OF PHARMACY

Marcus Watt, Executive Director
800 NE Oregon St., Suite 150
Portland, OR 97232
971-673-0001

Affirmative Action Plan
2017 – 2019 Biennium
December 30, 2016

Serena Stoudamire Wesley
Director of Equity and Community Engagement
900 Court Street NE, Suite 160
Salem, OR  97301

RE:  2017-19 Board of Pharmacy Affirmative Action Plan

Dear Serena:

Attached please find the Agency’s updated 2017-19 Affirmative Action Plan. We are firmly committed to valuing diversity and making every effort to achieve our affirmative action goals. We are continuously seeking opportunities and resources to expand our efforts in the areas of recruitment, continuing education and employee development.

Our agency has experienced positive growth over the past two years by adding two additional Board Members, as well as creating a new licensing supervisor position. We’ve successfully recruited new talent which has contributed to our diversity efforts. In 2016 our team successfully identified and adopted four organizational values that demonstrate our commitment to creating an equal and inclusive work culture. This was done as part of the Department of Administrative Services, Enterprise Leadership Team’s development of Oregon State Government Enterprise Values. During that process, each agency was asked to submit their top four values; we asked each of our board, staff and management team members to walk through the exercise to help identify our values; they are: Accountability, Equity, Integrity, and Excellence. We believe these represent the nature of the Board’s work internally as a team, as well as on behalf of licensees, stakeholders and the citizens of Oregon.

Our Affirmative Action plan encompasses not only our agency; it also includes licensee’s (pharmacists, pharmacies, etc.) and the people they serve. In 2015, our Board Members and staff participated in a continuing education program presented by OSU College of Pharmacy called “Cultural Competence and Preventing Health Disparities”. During the 2015 Legislative Session, House Bill (HB) 2879 was passed. This law is intended to develop standard procedures for the prescribing of hormonal contraceptive patches and oral contraceptives by an Oregon licensed pharmacist, providing timely access to care for all Oregonian’s, especially in our underserved communities. In the 2016 Legislative Session, House Bill (HB) 4124 was also passed into law. This law is intended to increase access to the life-saving opiate overdose reversal drug, Naloxone. The law permits pharmacists to prescribe unit-of-use Naloxone and the necessary supplies for administration to a person or organization that conducts training, and to an individual who has completed an OHA approved training. This past fall, the Oregon Board of Pharmacy partnered with the Urban League of Portland to share information about the opioid overdose epidemic and new Naloxone availability/accessibility through pharmacists/pharmacies.

Respectfully submitted,

Marcus Watt, R.Ph.
Executive Director

cc: Karen MacLean, Affirmative Action Representative
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I. DESCRIPTION OF AGENCY

A. Mission and Objectives

The mission of the Oregon Board of Pharmacy is to promote, preserve and protect the public health safety and welfare by establishing high standards in the practice of pharmacy and in the distribution of drugs in Oregon.

Statutory Authority: The authority and responsibilities of the Board of Pharmacy are contained in Chapter 689 of the Oregon Revised Statutes (The Oregon Pharmacy Act) and Chapter 475 (Uniform Controlled Substances Act).

ORS 689.005 – 995 Pharmacists; Drug Outlets; Drug Sales
ORS 475.005 – 999 Controlled Substances; Illegal Drug Cleanup;
Paraphernalia; Precursors
OAR 855 Divisions 001 – 110 Board of Pharmacy Administrative Rules

Statement of Purpose: The practice of pharmacy in the State of Oregon is declared a professional practice affecting the public health, safety and welfare and is subject to regulation and control in the public interest. It is further declared to be a matter of public interest and concern that the practice of pharmacy, as defined in ORS Chapter 689, merit and received the confidence of the public and that only qualified persons be permitted to engage in the practice of pharmacy in the State of Oregon.

B. Name of Agency Director/Administrator

The Executive Director of the Oregon Board of Pharmacy is:
Mr. Marcus Watt, R.Ph.
800 NE Oregon St, Suite 150
Portland, OR  97232
Phone # (971) 673-0001

C. The Governor’s Policy Advisor

The Governor’s Policy Advisor for the Oregon Board of Pharmacy is:
Mr. Jeremy Vandehey
Phone # (503) 378-6169

D. The Affirmative Action Representative

The Affirmative Action Representative for the Oregon Board of Pharmacy is:
Ms. Karen S. MacLean
Phone # (971) 673-0005
E. ORGANIZATION CHART

BOARD OF PHARMACY
17-19 proposed

Oregon Board Of Pharmacy
Organizational Chart 2015-2017
20 FTE Legislative Adopted
Revised 11/22/16
Agency Staffing: The Oregon Board of Pharmacy is currently made up of nine members, five who are practicing Pharmacists, two Pharmacy Technicians, two public members and a staff of 20 full or part time employees. The Board is budgeted and accounted for as a single program. The staff is internally organized into three distinct sections including Licensing, Compliance, and Operations/Administration.

The Executive Director directly supervises the following: Administrative Director, Compliance Director, Project Manager, Pharmacist Consultant and the Licensing Program Supervisor and answers to the President of the Board. The Administrative Director supervises the Agency Operations and Financial activities and staff. The Compliance Director directly supervises the Compliance section activities and staff. The Licensing Program Supervisor oversees the Licensing section activities and staff. The Project Manager position provides essential support in researching pharmacy issues and managing projects for the Board and Agency. The Pharmacist Consultant position works on special projects and assignments that require pharmacist expertise.
II. AFFIRMATIVE ACTION PLAN

A. Agency Affirmative Action Policy Statement

Introduction
The purpose of this plan is to update and maintain the previously initiated affirmative action program for the Oregon Board of Pharmacy, in keeping with the directive of the Governor, state and federal laws and regulations, executive orders of the President of the United States of America concerning affirmative action, discrimination/non-discrimination guidelines appropriate under the Civil Rights Acts, equal employment opportunity (EEO) policies, and the Americans with Disabilities Act by which our good faith efforts must be directed.

Policy Statement
The Oregon Board of Pharmacy will not tolerate discrimination or harassment on the basis of age, color, marital status, mental or physical disability, national origin, race, religion, sex, sexual orientation, or any reason prohibited by state or federal statute. Nor shall the Board do business with any vendor/provider for the state of Oregon who discriminates or harasses in the above-described manner. All personnel actions of the Oregon Board of Pharmacy, and all licensing actions and disciplinary actions concerning licensees, shall be administered according to this policy.

All staff of the Oregon Board of Pharmacy shall adhere to the Affirmative Action Policy and Plan. Supervisory and management staff, in particular, shall assure that the intent as well as the stated requirements is implemented in all employee relationships and personnel practices. In addition, it is the duty of every employee of the Oregon Board of Pharmacy to create an office environment which is conducive to non-discrimination policies and free of any form of discrimination or harassment. The application of this policy is the individual responsibility of all administrative and supervisory staff, and each shall be evaluated on his/her performance in achieving this affirmative action policy as well as in other job performance criteria. The Affirmative Action Plan is posted on the Board’s website; a hard copy is placed in the reception area, and in the Executive and Administrative Director’s offices. The Affirmative Action Policy Statement is posted on the bulletin board where all other required posters are located. Failure to meet our Affirmative Action standards will be subject to disciplinary actions.

All employees shall be advised of the procedure for lodging a discrimination/harassment complaint, and all employees with concerns of any kind related to affirmative action shall be encouraged to bring them to the attention of the Executive Director or the Agency Personnel Coordinator. Employees can also utilize these additional options:

- Use your employer’s internal complaint procedure
- Use your respective collective bargaining grievance procedure
- File a complaint with BOLI’s Civil Rights Division
- File a complaint with the federal Equal Employment Opportunity Commission (EEOC)
- File a civil suit in State Circuit Court
- File a civil suit in Federal District Court

It is further the policy of the Oregon Board of Pharmacy to establish and maintain this program of affirmative action to provide for a method of eliminating any effects of past or present discrimination, intended or unintended, which may be indicated by analysis of present employment patterns, practices, or policies.
B. Agency Diversity & Inclusion Statement

The Executive and Management Staff of the Oregon Board of Pharmacy ensure that the agency has created, maintains and embeds a diverse and inclusive environment and organizational culture throughout the state delivery system. Our office also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation, veterans (etc.), have a fair and equal chance for available employment opportunities at the agency. We work both inside and outside of state government with everyone from state agency heads, human resources and on-the-ground staff to community-based organizations and the general public. This not only identifies systemic barriers and weaknesses that stand in the way of a diverse and inclusive workforce, but also finds and implements effective solutions that will address any issues and improve the performance and service delivery of state organizations.

While the Governor’s Diversity & Inclusion and Affirmative Action Office was created by federal and state laws, we are working to build an organization that uses the concepts of Diversity & Inclusion, e.g. problem-solving, innovation, organizational development, to create workplaces that are stronger, better functioning, and more dynamic – and can deliver the best possible service to the people of Oregon.

Duration of Plan

This revision of the Board's Affirmative Action Plan is effective July 1, 2017 and shall be evaluated annually or as needed when statewide changes occur. The Board’s Affirmative Action Representative is Karen MacLean, 971-673-0005.

____________________________________  ________________
Marcus Watt, R.Ph., Executive Director              Date
C. Training, Education and Development Plan (TEDP):

1. Employees
   
   a. All new employees are informed during our new hire orientation about their rights and responsibilities under the Board’s affirmative action plan and other Board policies. This information is designed to eliminate discrimination or harassment on the basis of age, color, marital status, mental or physical disability, national origin, race, religion, sex, sexual orientation, or any reason prohibited by state or federal statute.

   b. 100% of Staff and Board Members participated in a continuing education program presented by OSU College of Pharmacy called “Cultural Competence and Preventing Health Disparities” in February 2015. This training defined common misconceptions about the effect of culture on health care and how it is defined from the perspective of society, culture, sub-culture and the individual. This presentation increased our knowledge about the differences between diversity and cultural competence and how that impacts health disparity and equity.

   c. 12% (2 Employees) of the Oregon Board of Pharmacy’s workforce are eligible to retire within the next five years. Succession planning is critical for the seamless transition of employees in key positions. Management Staff are working diligently to identify people that can move into these key roles.

2. Board Members
   
   a. New Board Members were provided with a copy of the Affirmative Action Plan and directed to our website where they could view the current plan.

   b. All Board Members have been and will continue to be invited to participate in all staff meetings, conferences, continuing education, etc., that pertain to cultural diversity training.

3. Providers and Volunteers
   
   a. The Oregon Board of Pharmacy does not have any formal Providers or Volunteers. However, the Board does utilize volunteer stakeholder groups as they identify opportunities for rule review and development is needed for changing practice areas.

4. Contractors/Vendors
   
   a. When contracts are established or renewed, the Oregon Board of Pharmacy provides vendors with a copy of the Affirmative Action Plan or directs them to the Board’s website to review.

C. Programs

The Oregon Board of Pharmacy offers multiple programs for new and existing employees, internships, as well as Board Members. These programs promote an environment that is welcoming, tolerant and supportive.

1. Internship Program(s)
   
   a. The Oregon Board of Pharmacy participates in a formal educational Internship program required by the Oregon Colleges of Pharmacy. We have partnered with Oregon State University College of Pharmacy and Pacific University School of Pharmacy which provide a pool of diverse candidates for our program. We are also currently working with Pacific University on developing a Fellowship program to
begin in 2017. Pharmacy students are assigned to a six-week internship at the Board and they work directly with a Pharmacist Preceptor at the agency. The Preceptor identifies activities and tasks that are well suited for interns and that are related to their career goals. Utilizing interns is a way to teach pharmacists in training about the mission of the Oregon Board of Pharmacy, the regulatory framework and show them possible future employment opportunities with the agency.

Intern Demographic Data 2015 - 2017:

<table>
<thead>
<tr>
<th>Category</th>
<th>2015</th>
<th>2016 – Current</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Female</strong></td>
<td>5 Interns</td>
<td>3 Interns</td>
</tr>
<tr>
<td>American Indian/Alaskan Native - Asian - 2</td>
<td>American Indian/Alaskan Native - Asian - 1</td>
<td></td>
</tr>
<tr>
<td>Black or African American - Declined to Answer - 2</td>
<td>Black or African American - Declined to Answer - 1</td>
<td></td>
</tr>
<tr>
<td>Hispanic -</td>
<td>Hispanic -</td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander -</td>
<td>Native Hawaiian or Other Pacific Islander -</td>
<td></td>
</tr>
<tr>
<td>White - 1</td>
<td>White -</td>
<td></td>
</tr>
<tr>
<td>Two or more races -</td>
<td>Two or more races -</td>
<td></td>
</tr>
<tr>
<td><strong>Male</strong></td>
<td>2 Interns</td>
<td>3 Interns</td>
</tr>
<tr>
<td>American Indian/Alaskan Native - Asian -</td>
<td>American Indian/Alaskan Native - Asian - 2</td>
<td></td>
</tr>
<tr>
<td>Black or African American - Declined to Answer - 1</td>
<td>Black or African American - Declined to Answer - 1</td>
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<tr>
<td>White - 1</td>
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<td></td>
</tr>
<tr>
<td>Two or more races -</td>
<td>Two or more races -</td>
<td></td>
</tr>
</tbody>
</table>
2. **Mentorship Program(s)**
   a. As a small regulatory agency, the Oregon Board of Pharmacy does not have a formal mentorship program. Supervisors and Managers serve as mentors and coaches in their day to day activities. As educational opportunities become available, the Executive Director will work closely with Management team to increase professional development.

3. **Community Outreach Program(s)**
   a. OBOP’s Executive Director utilized the agency list-serve email network, as well as his personal and professional network to assist in recruitment efforts when we have board member vacancies and pharmacist staff position openings. Our outreach is broad when we do have open positions and we inform all licensees via email that are eligible, depending on the recruitment. Our recruitment needs are random and often don’t fit well with the timing of local career fairs. We evaluate current opportunities as they present themselves, but we do not have the resources to staff a career fair unless there is an active recruitment anticipated.

   b. **Community Events/Festivals**
      The Oregon Board of Pharmacy routinely posts notices and forwards e-mails that contain information about local cultural activities and other information that supports diversity, inclusion and tolerance. We also email a weekly newsletter to all Board Members and Staff that includes links to local community events.

   c. **Trade-Specific Events**
      The Oregon Board of Pharmacy staff and Board Members attend and present annually at a variety of pharmacy related conferences/seminars. OBOP staff and Board Members attended the Oregon State Pharmacy Association (OSPA) Annual 2015 & 2016 Lane County CE Seminar in Eugene and will attend and host an exhibit booth in February 2017. Our Executive and Compliance Director attended the Oregon Society of Health-System Pharmacists (OSPA) Annual Seminar in 2015 and 2016 and will attend in April 2017. OBOP compliance staff members and Board Members attended the OSHP Fall Seminar in 2015 and 2016, which is centered around continuing education for pharmacists and technicians practicing in ambulatory and hospital settings. The Executive Director and a Board Member attended the 2015 National Association of Boards of Pharmacy (NABP) Annual Meeting in 2015 and will attend in May 2017. In September 2016, OBOP hosted the NABP District Meeting which included three days of educational sessions including one the OBOP Compliance staff had the opportunity to present on Oregon’s pharmacy self inspection process. OBOP staff and Board Members also present at the two Oregon colleges and schools of pharmacy about laws and rules and requirements for licensure. We are always seeking additional opportunities where we can work closely with the local communities we serve.

4. **Diversity Awareness Program(s)**
   a. **Diversity Presentations and/or Activities**
      Some of the initiatives and activities include:
      • Communicating to all staff in a variety of mediums the importance of diversity and inclusion;
      • Asking staff to focus on the organization and provide suggestions on ways to improve our diversity performance;
• Drawing upon different sources to advertise our recruitments such as the state recruiting system E-Recruit, and increase awareness of our openings by contacting minority and community organizations.
• Promoting a respectful workplace by offering training on diversity awareness, improving communications, conflict management, and an open atmosphere to talk about problems and ideas;
• Creating a welcoming environment by fostering an acceptance of people’s differences and treating everyone with respect and professionalism whether they are staff or customer;
• Displaying the agency’s commitment to the Affirmative Action Plan by publicizing it on our website and having hard copies available in strategic locations for everyone to read.
• Initiative in cooperation with DHS Office of Multicultural Health and Services and the Governor’s Office of Equity to create effective options for outreach to non-prescription outlets with various ethnic focuses.

5. **Leadership Development/Training Program(s)**
   a. **EEO data of trainees**
   New Hires 2015 - added 2 EE04 - Administrative Support employees, 2 EE04 - Professional employees and in 2016 we added 1 EE04 - Administrative Support employee.
   Existing Employees – 8 EE04 - Administrative Support employees, 10 EE04 - Professional employees and 7 Board Members.

   b. **Results of development/training program**
   Two members of the Agency’s Management Team attended the 2014 Equitable Outreach + Engagement workshop hosted by Multnomah County Citizen Involvement Committee in Portland. This conference covered topics such as struggles for employment for local transgender communities and how to partner and collaborate with local cultural organizations to leverage the relationships and trust they have already established within the surrounding communities. The conference also informed attendees about the incredible diversity within the Asian and Pacific Islanders communities with members coming from nearly 50 countries and ethnic groups, each with distinct languages and cultures.

D. **Update: Executive Order 16-09**

1. **Cultural Competency Assessment and Implementation Services**
   As part of the Oregon Board of Pharmacy’s 2015-2017 Affirmative Action Plan, the agency’s goal was to increase multicultural training. The agency achieved this goal by adding diversity and cultural competency topics to staff meetings that included all staff. Our Affirmative Action Representative worked closely with the Oregon Health Authority Office of Equity and Inclusion on the development and implementation of 2013 HB 2611 rules related to Cultural Competency education for health care professionals. In August 2014, The Board adopted a Cultural Competency and Education Policy Statement to encourage life-long learning in this area for its licensees. In February 2015, the OSU College of Pharmacy presented “Cultural Competence and Preventing Health Disparities” as part of a continuing education program that 100% of our staff and Board Members attended. This presentation was centered around educating our employees about the effect
of culture on healthcare, what constitutes competence and the facts about health disparity and equity.

The Oregon Board of Pharmacy will continue to seek additional opportunities to increase awareness, embrace best practices and invest in additional resources in our ongoing effort to educate our workforce about cultural competence over the 2017-2019 Biennium. We believe continuing education about cultural competence will create an environment where:

- People of diverse backgrounds and experience work effectively together;
- People will understand and appreciate one another’s differences;
- People will effectively communicate while being respectful of those differences;

2. Statewide Exit Interview Survey

The Oregon Board of Pharmacy offers exit interviews to all departing staff. As survey results are available, the Director reviews and evaluates concerns. We do ensure each departing employee is sent the survey monkey link to the state’s exit interview as required by the Governor’s Affirmative Action Office and will use the survey upon the next resignation.

3. Performance Evaluations of all Management Personnel

The Oregon Board of Pharmacy remains committed to compliance with the Governor’s Executive Order requiring the inclusion of diversity and affirmative action requirements in position descriptions and annual performance evaluations. Performance accountability in the areas of Affirmation Action and Diversity will be reviewed during annual evaluations.

E. Status of Contracts to COBID Businesses (ORS 659A.015)

The Oregon Board of Pharmacy had one WBE (Women Business Enterprise OR Cert ID 8143) contract with Donna Silverberg Consulting in 2015 and we reissued a second contract in 2016. These contracts are project based and specifically used for facilitating our annual strategic planning board meeting. This contract is an existing contract through DOJ which we utilize pursuant to procurement rules. The total contract awarded to her firm in 2015 was $6437.00 and in 2016 the contract amount was $7797.00. OBOP contracts are typically contracted with subject matter experts that are called upon for single-need issues.

III. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN

A. Responsibilities and Accountabilities

1. Director/Administrators

a. Executive Director saw an opportunity to revise our interview process and increase our candidate pool for open recruitments. With the help of the Affirmative Action Representative, and our DAS Client Agency contracted Human Resources Representative, Sherry Carter. DAS assists in reviewing equal employment opportunities, creates strategies to advertise recruitments to reach a broader audience and initiate a progressive interview process. The results of these best practices have increased our visibility as an agency and have allowed us to hire the most qualified candidates.
2. Managers and Supervisors
   a. OBOP’s DAS Client Agency Human Resources Manager attended multiple meetings related to DI/AA/EEO on our behalf during 2015-2016. She compiles the information from each meeting and forwards it to the Affirmative Action Representative to review and discuss in staff/management meetings. As a small regulatory agency, we do not have the staff or availability to travel to Salem and attend every available meeting. Going forward, we will continue to utilize our current HR representative to help us achieve our AA goals. She will assist us by attending training/meetings on our behalf and identifying new resources relevant to diversity, affirmative action and equal employment opportunities.

3. Affirmative Action Representative
   a. The Affirmative Action Representative realized that as an agency, we weren’t using the “Affirmative Action” statement on all correspondence. To emphasize the Board’s support of equal employment opportunity, affirmative action and the benefit of a diverse workforce, she implemented a process to include our “Affirmative Action” statement on every announcement and advertisement. ("The Oregon Board of Pharmacy is an equal opportunity, affirmative action employer committed to a diverse workforce. We respect, reflect and respond to the diverse people we serve")

   b. The Affirmative Action Representative worked with the Executive Director, managers and supervisors to promote a diverse workforce environment and focused on attaining the AA goals of the Board. This included researching new training opportunities and topics that could be presented to all staff, encouraging 100% employee participation and emphasizing our agency’s commitment to promoting a respectful and diverse office environment.

   c. Ensures that both hard and/or electronic copies of the Board’s Affirmative Action Policy Statement and Plan are available for review for all employees, new hires and employment applicants. Recommend changes to Plan and updates it as required, compile statistics, promote affirmative action activities and keep management informed of the Board’s AA status during management meetings. Assist in new employee orientation by making the orientation as welcoming as possible while discussing our definition of a respectful workplace, our commitment to supporting personal and professional growth, and encouraging all employees to contribute and participate in all agency activities.

IV. JULY 1, 2015 - JUNE 30, 2017

A. Accomplishments

1. Since July 2015 we recruited four new employees and promoted a long-term employee to a newly created Licensing Program Supervisor position. The recruitments were conducted in a way that would provide the most diverse candidate pool possible. Every candidate that met the qualifications and rated highest on the scoring criteria was offered an interview. Interviews were conducted by panels that consisted of men and women, as well as co-workers. Announcements were placed on the state’s job page and on OBOP’s website. Out of our applicant pool of 59 candidates for our Administrative Support Positions,
12 applicants disclosed that they are People of Color. Out of our applicant pool of 58 candidates for our Professional Positions, 14 applicants disclosed that they are People of Color and 4 declined to answer.

2. 100% employee and Board Member participation in “Cultural Competence and Preventing Health Disparities” continuing education course in February 2015.

**B. Progress**

1. Our agency continues to have excellent employee retention percentages and we are continuously seeking additional ways to expand our recruitment process as positions become available. In the 2015-17 biennium we retained 17 employees and hired 3 new employees and promoted an existing employee to the new Licensing Program Supervisor position. The Legislature added 2 new Pharmacy Technician board member positions and 4 new board members were appointed in total.

2. We encourage cross-training and career development opportunities and our goal is to retain employees by keeping them challenged and allowing room for growth. Because we are a small regulatory agency, most of our current positions require multiple people know how each job functions so it’s fairly easy to promote these opportunities. In 2015-2016 OBOP potential leadership candidates attended state offered management development courses. We are seeking additional resources to assist in our informal mentorship efforts.

3. The Board requested aggressive succession planning to ensure we have identified and developed employees who are experienced and qualified to replace the two positions that will be open due to retirement within the next five years. We have a systematic approach that aligns current talent development with future agency needs.
The Oregon Board of Pharmacy has 29 positions – 20 FTE and 9 Board Members. Since July 1, 2015 OBOP has had 5 recruitments. The turnover and its’ effect on protected classes can be summarized as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>2014 - 2015</th>
<th>2016 - current</th>
<th>Explanation</th>
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<tr>
<td>People of Color</td>
<td>1 gained</td>
<td>1 retained</td>
<td>-Active support for keeping our diverse workforce intact. -Board Member term limits applied to one position. -Two employee’s resigned.</td>
</tr>
<tr>
<td></td>
<td>3 lost</td>
<td>1 lost</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>2 lost</td>
<td>1 lost</td>
<td>-3 Board Members were appointed by Governor’s Office of which 2 were new positions in 2016. -Board Member term limits applied to one position.</td>
</tr>
<tr>
<td></td>
<td>3 gained</td>
<td>4 gained</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 retained</td>
<td>18 retained</td>
<td></td>
</tr>
<tr>
<td>Disabled</td>
<td>0 lost</td>
<td>0 lost</td>
<td>-Active support for increasing our disabled representation.</td>
</tr>
<tr>
<td></td>
<td>0 gained</td>
<td>0 gained</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 retained</td>
<td>1 retained</td>
<td></td>
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</table>

The Oregon Board of Pharmacy’s strategy for retaining our employees is as follows:

- Value our employees and urge them to participate in decisions that affect their work;
- Treat our employees with respect and dignity;
- Show our employees the benefits of working for the State of Oregon from pay to health insurance to location;
- Support our employees in their learning and personal development plans;
- Carefully maintain the Board’s reputation for professionalism by making it a business people are proud to work for;
Our agency’s strength lies within our employees and our customers. We are a professional, ethical, and successful organization because of our values and commitment to creating a positive work environment.

V. JULY 1, 2017 - JUNE 30, 2019

A. Goals for Affirmative Action Plan

1. The Board will continue to provide information and opportunities for staff to participate in diversity training and multi-cultural events. The Board will continue to develop strategies to recruit, retain and promote a diverse staff. The Board recognizes the value of individual and cultural difference and creates a work environment where talents and abilities are valued.

2. Management will continue to attend required training to participate in the development and implementation of a program that fosters cultural competency and multi-cultural organizational development. Management staff will continue to make greater effort to communicate cultural events throughout the area.

3. All managers will support activities that develop a work environment that retains employees, and is accepting and respectful of employees’ differences. Respectful workplace behaviors will be expected and enforced. Expectations will be presented using formal training, written policies and procedures, and/or one-on-one counseling.

4. Managers will also utilize employee retention ideas that include offering flexible schedules, having open door policies, listening respectfully and responding quickly to problems. Managers will be evaluated on their compliance with the agency’s AA objectives by rating them on their annual performance evaluation.

5. The agency’s Affirmative Action Representative will routinely develop and conduct diversity driven activities and/or exercises with all staff while encouraging 100% participation. She will also meet with our current DAS Client Agency HR Manager to forecast our AA goals for 2017-19, collaborate to create action steps that will help achieve our goals and set up a time-line for the HR Manager to present new DI/AA/EOE information at staff meetings.

B. Strategies and time lines for achieving our goals

March 2017 The Executive Director will present the 2017-2019 Affirmative Action Plan to all employees during a normally scheduled staff meeting and via e-mail to all Board Members.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>The Affirmative Action Representative will conduct a diversity exercise during a scheduled staff meeting to help identify the diversity within our current staff.</td>
</tr>
<tr>
<td>Ongoing</td>
<td>All open recruitments will be posted on the state’s E-recruit system.</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Ensure we are effectively communicating diversity resources sent to us by the office of Equity and Community Engagement and new ideas from our employees.</td>
</tr>
</tbody>
</table>
VI. APPENDIX A – State Policy Documentation

A. http://www.oregon.gov/gov/policy/Pages/DEI_AA.aspx

1. ADA and Reasonable Accommodation in Employment (No.50.020.10)
2. Discrimination and Harassment Free Workplace (No. 50.010.01)
3. Employee Development and Implementation of OR Benchmarks for Workforce Development (50.045.01)
4. Equal Opportunity and Affirmative Action Rule (105-040-0001)
5. Other agency documentation in support of its affirmative action plan
6. Executive Order 16-09

VII. APPENDIX B – Federal Documentation


1. Age Discrimination in Employment Act of 1967 (ADEA)
2. Disability Discrimination Title I of the Americans with Disability Act of 1990
4. Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
6. Pregnancy Discrimination Title VII of the Civil Rights Act of 1964
7. Race/Color Discrimination Title VII of the Civil Rights Act of 1964
8. Religious Discrimination Title VII of the Civil Rights Act of 1964
9. Retaliation Title VII of the Civil Agency Affirmative Action Policy
10. Sex-Based Discrimination Title VII of the Civil Rights Act of 1964
11. Sexual Harassment Title VII of the Civil Rights Act of 1964