



# Oregon

Kate Brown, Governor

## Physical Therapist Licensing Board

800 NE Oregon Street, Suite 407

Portland, OR 97232-2187

Phone 971.673.0200

Fax 971.673.0226

[www.ptboard.state.or.us](http://www.ptboard.state.or.us)

January 19, 2017

The Governor's Office of Diversity and Inclusion/Affirmative Action  
Public Service Building  
255 Capitol Street NE Suite 126  
Salem, OR 97310

RE: Oregon Physical Therapist Licensing Board's  
2017-2019 Affirmative Action Plan Statement

As the Executive Director of the Oregon Physical Therapist Licensing Board (Board), I recognize and appreciate the importance and the benefit of Affirmative Action. I am personally committed to the promotion of best practices in support of equal employment opportunity and to achieve the full and fair contribution of minorities, women, and people with disabilities, older persons, and all protected classes found to be underutilized in the workforce.

Although the Physical Therapist Board is very small, with only three staff members and no projected turnover or adds to staff during the 2017-2019 biennium, the Board realizes that affirmative action; diversity and inclusion go beyond just the employment realm. The Board consciously considers these elements of affirmative action when slating new board members, and in dealings with vendors, contract workers and in service to the public.

To meet the objectives of the Board's Affirmative Action and Equal Employment Opportunity initiative, the Board has prepared an Affirmative Action Policy and a Summary Statement that will serve as a model in identification and elimination and prevention of discrimination of all protected classes.

As Board Director and Affirmative Action Officer, I pledge to uphold and support compliance with the Board's Affirmative Action Policy and Summary Plan Statements, to ensure equality, to avoid discrimination, and to promote a workforce that is representative of the population as a whole.

Thank you for your continued direction and support.

Regards,

James D. Heider, Executive Director  
Affirmation Action Representative

January 19, 2017

Date



Oregon Physical Therapist Licensing Board  
2017-2019 Affirmative Action Policy Statement

**Policy Statement**

The Oregon Physical Therapist Licensing Board 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 employment and personnel actions of the Board, all licensing and disciplinary actions, all outsourcing and contracts shall be administered according to this policy.

All staff of the Board shall adhere to the Affirmative Action Policy Statement. Management staff, in particular, shall assure that the intent as well as the requirements are implemented in all employee relationships and personnel practices. In addition, it is the duty of every employee of the Board to create a job environment atmosphere 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 professional 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 Policy and Summary Statements are posted on the Board's website and a hard copy is available at the Board office. Failure to meet Affirmative Action standards is subject to disciplinary action.

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.

It is further the policy of the Board 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.

**Duration of Plan**

The Affirmative Action Policy and Summary Statement were approved/adopted by the Board at its January 5, 2017 Board meeting and are in effective July 1, 2017 and shall be evaluated annually or as needed when statewide changes occur.

Oregon Physical Therapist Licensing Board  
2017-2019 Affirmative Action Summary Statement

**Summary of goals and achievements for plan year 2015-2017**

All staff and Board members are given a library copy of the Board's Affirmative Action Plan for review and reference. Important factors with regards to the Board Affirmative Action policy statement, who and how to contact the appropriate party to discuss issues, concerns or file a complaint are reviewed with each staff member and as a group with the Board.

During the plan year the Board's Director/Affirmative Action Representative provided information and opportunities for staff to participate in diversity training and multi-cultural events. This was accomplished by forwarding to staff emails received by the Office of Diversity and Inclusions to both staff members.

The Board staff posts the Monthly Cultural Awareness Calendar and all the staff, including the Director, often has discussions around specific events and cultural holidays. Many times the discussions lead to a little research and sharing of information.

The Affirmative Action Representative also made every effort to attend all DI/AA meetings in person or by telephone and disseminates relative information to staff and the Board.

Although the Board itself has not had any staff changing during the plan period, the Director has had the opportunity to serve on several interview panels for other health board agencies where diversity and affirmative action factors have played a vital role in the candidate selection process.

During the plan period the Board has filled three Board vacancies. This has been done under the guidance of the Governor's Office of Executive Appointments. In filling the positions weight was given to the cultural diversity of the existing board. Of the three new board members, one was selected for his geographic desired location and the other two were selected for both gender and race. Of the two females, who bring a gender balance to the board, one of them is Hispanic.

The Board has not utilized any new outside vendors or entered into any new contracts during the plan period. Its current vendors are given an electronic copy of the Boards plan.

The Board Director continues to hold a national position with the Federation of State Boards of Physical Therapy. One of his accountabilities is to play the role of liaison to the Federation's Foreign Educated Therapist Committee. This is a committee that advises and makes recommendations to the Federation Board concerning the credentialing, qualifications and if necessary remedial programs that may be necessary to allow foreign educated physical therapist to gain licensure in the United States. These policies and procedures affect all countries around the world and all 50 states and the jurisdictions of Washington DC, Puerto Rico and the US Virgin Island.

The Board successfully worked with the State Legislature to pass the Physical Therapist National Compact. Oregon was the first state in the US to pass this proactive legislation. The new law will not only benefit domestic therapists but also will greatly aide in the promotion of foreign educated therapists duly licensed in another jurisdiction to successfully gain Compact Privilege to Practice in Oregon without having to complete a rigorous, timely and expensive credentialing process.

Oregon Physical Therapist Licensing Board  
2017-2019 Affirmative Action Summary Statement

**Summary of goals for plan year 2017-2019**

Being a small board with little to no personnel activity does not lend itself the opportunity to do much in the way of diversity staffing considerations. However, in this plan period the Board will experience a change in directorship and the opportunity to appoint five new board members who will reach term limitations. In both cases, the Board will look for opportunities to further diversify its profile.

That will be the best change opportunity the Board has had in a number of years and the plan is to take advantage of the opportunity by applying affirmative action and diversity principals when soliciting and considering qualified candidates to fill vacancies.

Other than the turnover, the Board plans to do more of same as it has in prior plan years. Continue working with staff and Board members in review and application of the Board's affirmative action policy statement. Attending DI/AA meetings, if not in person by teleconference and sharing of information with staff and Board. The posting and open discussion of the Monthly Cultural Awareness Calendar. Posting of the Board's approved Affirmative Action Policy Statement and Plan Summary on the Board website and sharing the Board's position and making copies available when considering new vendor/contract relationships. As long as the current director is in his position, he will maintain his position on the national committee addressing issues concerning foreign educated physical therapists seeking professional licensure in the State of Oregon. By 2018, the Board hopes to have the Physical Therapy National Compact strategically in place and operative allowing ease in mobility of foreign individual whose cultural diversity benefit the public as a whole.

The Physical Therapist Licensing Board is a semi-independent agency and other than what is required by statute does not use services as provided by state government. The current director was previous employed in private sector as a human resources director and certified by the Society of Human Resource Manager as a Senior Profession Human Resource Manager (SPHR).

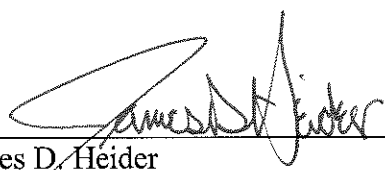
Oregon Physical Therapist Licensing Board  
2017-2019 Affirmative Action Summary Statement

Jeremy Vandehey is the Governor's Policy Advisory to the Physical Therapist Licensing Board. Mr. Vandehey is the person one would contact if they had a concern or issue that they did not wish to bring to the Board Director or Board Chair. Mr. Vandehey may be contacted as follows:

Mr. Jeremy Vandehey  
Health Care Policy Advisor at Office of Governor Kate Brown  
900 Court Street NE  
160 State Capitol  
Salem, OR  
503.378.6169  
[www.governor.oregon.gov](http://www.governor.oregon.gov)

James Heider is the Board's Affirmative Action Representative and may be contacted as follows:

Mr. James Heider  
Executive Director  
Oregon Physical Therapist Licensing Board  
800 NE Oregon Street Ste. 407  
Portland OR 97232  
971.673.0203  
[james.heider@state.or.us](mailto:james.heider@state.or.us)

  
\_\_\_\_\_  
James D. Heider  
Executive Director  
Oregon Physical Therapist Licensing Board

05/19/2017  
Date