



AFFIRMATIVE ACTION DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY PLAN

2023-25

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Agency Overview

Since being established in 1937, the Oregon Commission for the Blind has been a resource for Oregonians who experience vision loss as well as their families, friends, and employers. We have nationally recognized programs and staff that assist Oregonians who experience vision loss toward independence, employment, and self-sufficiency.

Mission and Objectives

Mission

The mission of the Commission for the Blind is to Empower Oregonians who are blind to fully engage in life. Since being established in 1937 as a state agency, the agency has evolved over time to be a consumer driven organization with a citizen governing body appointed by the Governor. Today, the agency receives policy direction and oversight from a seven-member Commission representing consumer organizations, education, ophthalmology/optometry, business, and individual citizens. It is required that the majority of the seven members of the Commission are persons who experience blindness. These leaders of the organization have charged the agency with the important task of becoming an exemplary service provision entity within state government.

Objectives

The Commission for the Blind has five major program objectives in service to our mission:

1. Helping Oregonians who are blind get and keep jobs that allow them to support themselves and their families;
2. Training Oregonians in the alternative skills related to blindness such as adaptive technology, white cane travel, braille, and activities of daily living;
3. Helping seniors and individuals with vision loss (who are unable to work) live with the highest levels of independence and self-sufficiency so that they can remain independent in their homes and active in their communities;
4. Licensing and supporting business owners who operate food service and vending operations in public buildings and facilities throughout the state;

5. Executing business functions and providing administrative support for agency programs that ensure effective and efficient use of resources--delivering high quality services and achieving positive outcomes.

We Serve

Oregonians who are blind and visually impaired who require rehabilitation services in order to be employed or live independently in their community.

Businesses in Oregon who have, or are considering hiring, employees who are legally blind.

We Provide

A continuum of services from youth transition to services for seniors who experience vision loss. ORS 346.110

Employment counseling, training and job placement, individual and group counseling addressing adjustment to blindness. ORS 346.180

Technology Services, adaptive equipment and software customized to meet needs of individuals and employer work sites. ORS.346.180

Resources for businesses interested in hiring or retaining employees who are experiencing vision loss and for Oregonians seeking information and referral regarding visual impairment. ORS 346.180

Training that enables individuals who are experiencing vision loss to remain independent in their homes and communities, and training in adaptive skills which increase work readiness. ORS 346.250

Public education on the abilities of people who are blind or visually impaired. ORS 346.170

Small business opportunities in public buildings and on public property via the Business Enterprise program. ORS 346.520

A registry of Oregonians who are legally blind. ORS 346.160

Name of Agency Executive Director

Dacia Johnson, Executive Director
535 SE 12th Ave., Portland, Oregon 97214, 971-673-1588

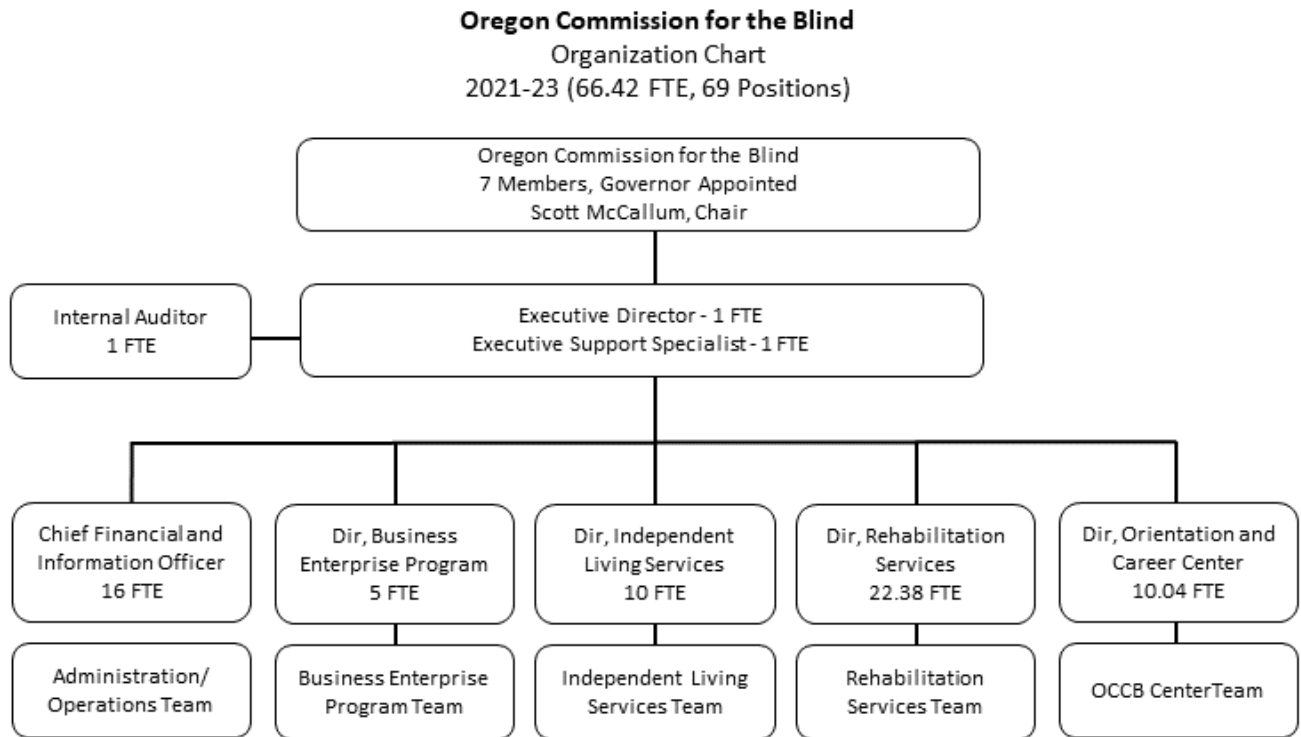
Name of Governor's Advisor

Becca Uherbelau, Director Racial Justice and Equity
503-986-6536

**Name of Affirmative Action/DEI&A
Representative**

Ken Dodge, Workforce Innovation Manager
971-673-1593

Organizational Chart



Affirmative Action Policies

It is the policy of the State of Oregon that employment without discrimination is recognized as and declared to be a civil right. The State of Oregon is committed to achieving a workforce that represents the diversity of Oregon community and is a leader in providing its citizens fair and equal employment opportunity.

Accordingly, the Oregon Commission for the Blind shall:

1. Maintain a policy of equal treatment and equality of opportunity in employment for all applicants and employees in its employment decisions, which include, but are not limited to: hiring, promotion, demotion, transfer, termination, layoff, training, compensation, benefits, and performance evaluations.
2. Apply all terms, conditions, benefits, and privileges of employment with the agency to all applicants and employees regardless of race, color, religion, age, sex, sexual orientation, marital status, national origin, political affiliation, disability, or any other reason prohibited by the law or policy of the state or federal government.
3. Adopt and disseminate the Oregon Commission for the Blind Affirmative Action Plan that describes the affirmative action being taken by the agency to ensure equity of employment in a work environment that is free from discrimination.

Agency Affirmative Action Policy & Diversity and Inclusion Statements

The Oregon Commission for the Blind (OCB) is committed to achieving a work force that represents the diversity of Oregon's population and to providing fair and equal employment opportunities. OCB is committed to an affirmative action program that provides equal opportunities for all persons regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. OCB provides an environment for each applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, marital status, or disability.

Policy

Overview

OCB employment practices are consistent with the State's Affirmative Action Plan Guidelines and with state and federal laws, which prohibit discrimination.

For Individuals with Disabilities

OCB will not discriminate, nor tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant for employment is qualified.

OCB agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disabilities in all human resources selection and decision practices, such as: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. OCB will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status or disability. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under this policy.

For Members Uniform Services (ORS 659A.082)

OCB will not discriminate or tolerate discrimination, against any employee because they are a member of, apply to be a member of, perform, has performed, applied to perform or have an obligation to perform service in a uniformed service.

It is also the policy of OCB to provide an environment for each applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of individual's race, color, religion, gender, sex, sexual orientation, marital status, national origin, age, familial status or disability.

Dissemination of the Affirmative Action Policy and Plan

The impact of the Affirmative Action Plan can be fully realized only to the extent that its provisions are known by those who must apply it and those who benefit from it. With this in mind, the following describes methods used to disseminate the information both internally and externally.

The responsibility for dissemination of the agency's Affirmative Action Policy Statement and Affirmative Action Plan has been delegated to the Affirmative Action Representative. Such communication is both internal and external, and will include, but is not limited to:

Internal Dissemination

The Executive Director shall:

FOR EMPLOYEES:

- Communicate the plan to all employees in order for employees to:
 - Be aware of the plan.
 - Be aware of their individual responsibilities for effective implementation of the plan.
- Make Affirmative Action Plan and Policy available for employees in the agency electronic shared folders.
- Annually all policies shall be provided to all agency employees for review and acknowledgement.

FOR MANAGEMENT:

- Conduct meetings to explain the intent of the Affirmative Action Plan.
- Distribute the plan to all who have the authority to recruit, hire, train, and/or promote.
- Review with each their responsibility for achieving the agency's affirmative action goals and objective and provide relevant information throughout the year.

NEW HIRE ORIENTATION:

- Include the following as part of each new hire's orientation:
 - Affirmative Action Policy
 - Affirmative Action Plan
 - Grievance Procedure

External Dissemination

1. All recruitment announcements, applications for employment, and newspaper advertisements will contain the phrase, “An Equal Opportunity Employer.”
2. OCB’s Affirmative Action Plan is posted on the agency’s internet site and made available to the public upon request.
3. Provide copies of the agency’s Affirmative Action Policy Statement, Affirmative Action Plan and Grievance Procedure to any person, including job applicants, upon request.
4. Notify interested bidders, contractors, subcontractors and suppliers of the agency’s affirmative action policy when requested. Notices shall include a statement that the agency will not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials that discriminates against members of any protected class.

Monitoring and Reporting System

The Affirmative Action Representative will monitor the Affirmative Action Plan on a continual basis. Monitoring will include, but not be limited to:

1. Monitoring the auditing and reporting system. Reporting and auditing includes:
 - a. The maintenance of accurate and up-to-date records on all applicants, hires, promotions, transfers, and terminations by sex, race, and EEO-4 categories;
 - b. The review of all promotions, transfers, and terminations to be certain that all employees are treated fairly and equitably; and
 - c. The review of all selection, promotional, and training procedures to ensure non-discriminations in practice
2. Prepare updates and evaluations of the Affirmative Action Plan to be submitted to the Office of Cultural Change as required. An Affirmative Action progress report will also be prepared and submitted as part of the agency’s budget submission.

Complaint Process regarding Discrimination or Harassment

The complaint procedure provides a method of resolving complaints involving violation of the OCB nondiscrimination policy within the agency. Employees and applicants are encouraged to use the complaint process. Retaliation, coercion, reprisal, or intimidation against a person who has filed a complaint either internally or through an outside enforcement agency or other legal channels or serving as a witness is prohibited.

Informal Complaint Process

An employee may notify the Affirmative Action Representative of an issue or concern regarding discrimination in order to raise awareness or put the agency on alert without filing a formal complaint. In these situations:

1. The employee may ask the Affirmative Action Representative to keep the matter and identify of the employee confidential. (The agency will comply with the request, if possible.)
2. The employee will sign documentation stating that he/she wishes his/her identity to remain confidential.
3. The discussion will be documented.
4. The Affirmative Action Representative will review the information and notify management at the level sufficient to maintain confidentiality of the employee's identity when it is determined that action is necessary to correct the problem or to prevent a reoccurrence in similar situations.
5. The Affirmative Action Representative will offer suggestions to management on preventable actions such as training and changes in environment.

Internal Complaint Process

1. Any individual who believes he/she has been subjected to unlawful discriminatory actions may file a complaint within 30 calendar days of the alleged incident.
2. Represented employees may file a complaint either through the Collective Bargaining Agreement grievance procedure or by using the procedures provided by the agency.
3. An employee may submit a written complaint to Affirmative Action Representative that explains the basis for the complaint, identifies the alleged

discriminating party or parties, the date the discriminatory action(s) occurred, and specifies the relief requested.

4. Affirmative Action Representative will review/investigate the complaint and provide the complaint written notification of the findings within 30 days or upon completion. If additional time is needed for investigating the allegations or to issue a report of the findings, the agency will notify the employee in writing of the need for additional time.
5. If the investigation substantiates the complaint, appropriate corrective action will be initiated, include discipline if warranted.

External Complaint Process

If an employee is not satisfied with the complaint process within the agency and wishes to appeal an agency decision, they may contact one of the organizations listed below. Nothing in this policy prevents any person from filing a grievance in accordance with the Collective Bargaining Agreement or a formal complaint with the Bureau of Labor and Industries (BOLI) or Equal Employment Opportunity Commission (EEOC). However, some collective bargaining agreements may require an employee to choose between the complaint procedure outline in the agency's guideline for filing a BOLI or EEOC complaint.

Oregon Bureau of Labor and Industries - Civil Rights Division

State Office Building
800 NE Oregon Street, MS# 32, Suite 1070
Portland, OR 97232
Phone Number: 503.731.4874
Fax Number: 503.731.4069

The Oregon Bureau of Labor and Industries - Civil Rights Division is the Oregon state equivalent of the federal EEOC. As a designated Fair Employment Practices Agency (FEPA), the Oregon Bureau of Labor and Industries - Civil Rights Division may coordinate operations with the EEOC under a work-share agreement. Furthermore, the Oregon Bureau of Labor and Industries - Civil Rights Division investigates state claims that are not covered by federal law or exceed the basic protections of federal law. Individuals filing a charge of discrimination with the EEOC should also file a copy of the charge with the Oregon Bureau of Labor and Industries - Civil Rights Division.

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Eugene Oregon Bureau of Labor and Industries 1400 Executive Parkway, Suite 200 Eugene, OR 97401 Phone Number: 541.686.7623	Portland Oregon Bureau of Labor and Industries 800 NE Oregon Street, Suite 1045 Portland, OR 97232 Phone Number: 971.673.0761
Pendleton Oregon Bureau of Labor and Industries 1327 SE 3rd Street Pendleton, OR 97801 Phone Number: 541.276.7884	Salem Oregon Bureau of Labor and Industries 3865 Wolverine Street NE; E-1 Salem, OR 97305 Phone Number: 503.378.3292

Office of Cultural Change, Department of Administrative Services

155 Cottage St. NE
U10
Salem 97301-3965
Email: cultural.change@das.oregon.gov

U.S. Equal Employment Opportunity Commission

Seattle Field office EEOC Office/ Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104
Phone Number: 206.220.6883 Phone Number: 206.220.6882 (TDD)

The EEOC does not maintain an office in Oregon. The Seattle Field Office is open Monday -Friday
File a Charge of Discrimination: <http://www.eeocomplaint.com/>

Department of Labor, Office of Federal Contract Compliance (OFCC)

1315 SW Fifth Avenue, Suite 1030
Portland, OR 97201
Phone Number: 503.326.4112

The U.S. Department of Labor

Pacific Regional Office 71 Stevenson Street, Suite 1700
San Francisco, CA94105
Phone Number: 503.848.6969

The Civil Rights Office of Health & Human Services

Office of Civil Rights, Region D
2201 Six Avenue, Mail Stop RX-11
Seattle, WA 98121
Phone Number: 206.615.2290 Phone Number: 206.615.2296 (TDD)

Employment

OCB is committed to achieving a workforce that represents the diversity of the Oregon community and to being a leader in providing its citizens with fair and equal employment opportunities. Accordingly, equal opportunities are afforded to all applicants and employees by making non-discriminatory employment related decisions.

Employment practices shall be in compliance with the state's Affirmative Action Guidelines, state and federal laws to promote good faith efforts to achieve established affirmative action objectives; and take proactive steps to develop diverse applicant pools for position vacancies.

Diverse applicant pools are developed by using proactive outreach strategies, including but not limited to advertisement in national publications, outreach to local workforce groups and communications with vocational rehabilitation agencies.

Employment related decisions include, but are not limited to:

- Hiring
- Promotion
- Demotion
- Transfer
- Termination
- Layoff
- Training
- Compensation
- Benefits
- Performance evaluations

Training, Education, and Development Plan

Employees

OCB recognizes that its employees are its greatest resource. Investing in employee development and enhancing employee knowledge, skills and abilities is one of the agency's highest priorities.

Continued professional development and training opportunities ensures that employees are provided with the skills needed to excel in their work, and therefore be retained in the agency. OCB uses a variety of approaches to establish a climate that supports continuous learning and development through the following:

1. New Employee Orientation - Effectively orienting new employees to the agency and to their positions is critical to establishing successful, productive working relationships. OCB strives to ensure the employee's first interaction with agency personnel is a positive experience. OCB provides the following information to the new employee:
 - Affirmative Action Policy and Affirmative Action Plan;
 - Agency's expectation of employee;
 - Agency's mission and objectives;
 - Discrimination and Harassment-Free Workplace Policy;
 - Employee services;
 - Performance evaluation process;
 - Professional Workplace Policy;
 - Roles and responsibilities/position description;
 - Safety;
 - Training, educational, and developmental plan.
2. Continuing Educational Reimbursement - OCB provides this opportunity, on a case-by-case basis, to eligible employees to obtain and maintain, or improve their professional capabilities through participation in courses of study at accredited colleges and universities, and at accredited organizations specializing in job and career related training.

3. Job Rotation - Provide the employee the opportunity to explore new assignments or jobs and to provide agencies the opportunity to enhance employee development to make more effective use of staff:
 - a. Developmental rotation provides the employee the opportunity to acquire new skills.
 - b. Career enrichment rotation provides the employee the opportunity to use existing skills in a different setting.
4. Provide training opportunities for all employees. Through investments in training, OCB reflects the value we place on our employees and supports employee interest in keeping their skills updated in order to remain competitive. OCB tracks and measures Career Development hours as part of its internal performance management system. Specifically, this is tracked on our Quarterly Target Review Score Card and the agency's leadership team seeks to enhance opportunities for training when we notice that we are trending below state standards. We have set our green range at 75% or higher for staff reporting career development hours on their timesheets (per quarter) and we have regularly averaged within that targeted range.
 - Annual OCB training
 - External training courses
 - Career Development programs
 - CEU/CRC Credits for staff licensure maintenance
 - WorkDay Learning

Volunteers

The agency embraces the idea that supporting volunteers/interns in training and professional development is an important role. Many of the above-mentioned training opportunities are available for volunteers/interns, and the agency makes additional training opportunities available to volunteers/interns when possible.

Vendors / Contractors

Client Services Contractors: The majority of OCB vendors provide direct services to our clients. These vendors have specialized skills/qualifications that equip them with the ability to work with our specific population (individuals who experience blindness and other disabilities/barriers to independent living/employment). These vendors

train clients on adaptive techniques that allow them to live and work as independently as possible in their homes and communities.

OCB provides on-going training and support to our vendors to ensure our clients are afforded full access to the full range of services that are required for them to live full and productive lives.

Programs

Internship Programs

The Commission for the Blind works in conjunction with Portland State University, Western Oregon University and other universities throughout the nation in order to provide their students with practicum and internship opportunities that prepare them for their future career paths. OCB hosted two interns for the 2021-2022 school year and is currently hosting Six interns for the 2022-2023 school year. Practicums and Internships are based on agency supervision capacities and student interest/skills/fit with the agency. Partnering universities have their own goals for Affirmative Action so this agency does not track demographics on this group.

Mentorship Programs

The Commission for the Blind does not currently have a mentorship program. The Commission is not planning to create a mentorship program in 2023-25.

Diversity/Equity/Inclusion Awareness Program(s)

Each year the agency participates in activities related to disability awareness throughout National Disability Employment Awareness Month, which takes place in October. We work toward educating the business community about the capabilities of individuals who are blind in the workforce. We also work with other community organizations to hold events around the state for White Cane Safety Day, held October 15th each year. White Cane Safety Day is designed to educate the public on the white cane law and the importance of awareness of safety surrounding pedestrians who are legally blind.

Agency staff/management engage in diversity initiatives throughout the year by participating in diversity/educational events hosted by our partners/employers/other state agencies. In 2022 all OCB statewide staff participated in a Cultural Competence Training and accompanying Community of Practice, facilitated by UA Currents, that was contextualized for Vocational Rehabilitation.

OCB provides Diversity and Inclusion training to public and private sector partners during the year and throughout the state, to enhance opportunities for OCB clients and help employers/partners benefit from inclusive thinking and approaches.

Community Outreach Programs

The Commission for the Blind has a limited statewide community outreach campaign that is designed to target individuals who would benefit from the services available through the vocational rehabilitation and independent living programs within the agency. Outreach and education are a key element of WIOA service delivery, and is an underscored priority, per direct feedback from the 2020 Comprehensive Statewide Needs Assessment (CSNA) and OCB's own internal Strategic Priority of Effective Outreach and Education.

Executive Order 22-11

Agency management is committed to maintaining a culture of inclusion for employees that is based on listening and engaging with employees. We are committed to reviewing and discussing each agency's affirmative action plan and affirmative action goals to improve hiring and developmental opportunities. We have defined values/commitments that include the following:

- We encourage and expect our employees to raise concerns and listen to each other.
- We have clear mechanisms for staff to raise and address concerns.
- Employees are comfortable coming to management and trust we will work on and resolve issues.
- There is no "wrong door" - any employee can come to any manager or HR to raise a concern.
- Management is a team and will resolve issues together.

In addition, the agency leverages the expertise related to Diversity, Equity and Inclusion from the Chief Human Resources Office Shared Human Resources Services. Our Human Resource Partner assigned to the agency ensures that we maintain

current, relevant information to ensure that we are aligned with the best practices for equitable and consistent leadership.

The agency conducts a staff engagement survey two times per year that provides agency leadership with anonymous input into how staff are feeling in terms of a connection to the agency and suggestions as to how their experience could be elevated/improved.

Statewide Exit Interview Survey

Due to the agency size and specialized personnel, we experience little turnover on an annual basis. In the 2019-2021 biennium, OCB had two staff retire and one staff leave for another employer. In the 2021-23 biennium, OCB saw one retirement and 14 staff leave for another employer. This dramatic increase in staff turnover is directly related and assignable to the COVID Pandemic and accompanying disruptions to the labor market.

Exiting agency staff have access to the state-wide WorkDay exit survey and managers offer in-person exit interviews as appropriate and will continue to do so in 2023-2025.

Status of Contracts to Minority Businesses

(ORS 659A.015)

The agency, in general, does not issue many contracts and when it does, they are usually specific in nature to the highly specialized needs of OCB's clients. It is not always possible to find a minority-owned business due to the specificity of the services required. The agency is always striving to hire such businesses when possible.

Roles for Implementation of Affirmative Action Plan

Responsibilities and accountability

OCB is committed to equal opportunity and maintains an active focus in the attainment of affirmative action goals and objectives. OCB's strategy is to create a work environment and employment opportunities that attract and retain a diverse and skilled workforce. The success of the affirmative action plan depends on the leadership and commitment at all levels of the organization.

Executive Director

The Executive Director plays a leadership role in dedicating the agency to a policy of equal employment opportunity and conveying our commitment to equitability both within and outside of the organization. The Executive Director has overall responsibility for implementing and monitoring the Affirmative Action Plan and for ensuring compliance with all applicable federal and state laws, rules and regulations. The Executive Director agrees to:

- Foster and promote the importance of a diverse and respectful workplace.
- Periodically review the Affirmative Action Plan and progress toward meeting the agency's affirmative action objectives; and
- Recognize policy needs and initiate necessary changes.

Ensure managers and supervisors understand they are responsible for participating in and promoting affirmative action.

Managers and Supervisors

OCB's Executive staff and management team are committed to the success and ongoing development of OCB's Affirmative Action efforts and goals. OCB's management team will continue to work to:

- Foster and promote the importance of a diverse, and discrimination and harassment free workplace through day-to-day interaction with employees and through discussion with staff about the agency's Affirmative Action Plan, activities, goals and objectives.

- Assure assigned managers and employees understand their rights and responsibilities in achieving a welcoming work environment free from discrimination and harassment.
- Promote the State of Oregon as an equal employment opportunity, affirmative action employer committed to workforce diversity in training and conversations with businesses and communities regarding employment with the State.
- Review the OCB affirmative action goals and objectives on a regular basis to be aware of and consider ways to contribute toward achieving the goals and objectives. Review and consider the agency's affirmative action hiring goals in filling job vacancies.
- Ensure that individuals involved in agency processes needing materials in alternate format (large print, electronic, Braille, and/or oral presentation) receive material in the appropriate format.
- Attend and encourage employees to attend diversity, cultural awareness, and affirmative action information sessions.
- Assure that all staff are aware of the Affirmative Action Policy Statement and Affirmative Action Plan, particularly as it applies to their unit, and maintain and maintain a copy of the Plan readily available for employees to review.
- Ensure that all employees, including communities of color, underserved communities, under-resourced, oppressed, underprivileged, women, persons with disabilities, and other protected persons, are provided an opportunity to participate in agency-sponsored education, training, and social activities.

Affirmative Action Representative

- Foster and promote the importance of a diverse, and discrimination and harassment free workplace through day-to-day interaction with employees and through discussion with staff about the agency's Affirmative Action Plan, activities, goals and objectives.
- Assure assigned managers and employees understand their rights and responsibilities in achieving a welcoming work environment free from discrimination and harassment.
- Promote the State of Oregon as an equal employment opportunity, affirmative action employer committed to workforce diversity in training and conversations with businesses and communities regarding employment with the State.

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- Review the OCB affirmative action goals and objectives on a regular basis to be aware of and consider ways to contribute toward achieving the goals and objectives. Review and consider the agency's affirmative action hiring goals in filling job vacancies.
- Ensure that individuals involved in agency processes needing materials in alternate format (large print, electronic, Braille and/or oral presentation) receive material in the appropriate format.
- Attend and encourage employees to attend diversity, cultural awareness, and affirmative action information sessions.
- Assure that all staff are aware of the Affirmative Action Policy Statement and Affirmative Action Plan, particularly as it applies to their unit, and maintain and maintain a copy of the Plan readily available for employees to review.
- Ensure that all employees, including women, persons with disabilities, and other protected persons, are provided an opportunity to participate in agency-sponsored education, training, and social activities.

Progress Report July 1, 2021 – June 30, 2023

Accomplishments

Employment

The Commission for the Blind has continued to track progress hiring and retaining people with disabilities, women in management, and women in professional groups. We provide a supportive and flexible environment for all employees. There are many diverse aspects of our staff, both in protected legal status and in worldview and experience. This data was gathered from WorkDay and it reflects self-reported status. As of 11/20/2022:

- Nine of the agency's 68 employees are people with disabilities, or 13.20 percent.
- Women are dispersed throughout the agency's organization structure, 40 of the 68 employees, or 58.80 percent.
- Women hold four of six management positions, and two of the six are people with disabilities. This represents that 63% of all management positions are held by women, and 33% held by people with disabilities.
- The agency employs seven people of color, representing 10.20% of the agency's personnel.

Community Outreach

- After 5 of the 8 quarters of 2021-23 biennium, OCB has participated in 43 community outreach activities. OCB engaged with the business partners on 125 occasions during the reporting period. 20% of these community and business outreach activities were specifically targeted to rural and frontier communities. The events include, but are not limited to, business engagement, health provider education, Oregon tribal councils, hiring managers, and civic organizations. OCB staff worked to help community partners and businesses understand topics such as disability awareness and etiquette, how assistive and adaptive technology works demonstrations, tax incentives and other benefits from hiring people with disabilities, and the bottom-line value of inclusive hiring.

- Published success stories of OCB clients, who are individuals with disabilities, working in Oregon communities.
- OCB utilizes Constant Contact to communicate information about OCB services on a quarterly basis.
- OCB provided multiple training opportunities to community partners, public agencies and private businesses.
- OCB's YouTube channel provides another mechanism for community outreach and education:
https://www.youtube.com/channel/UC-AQIc96mUpFtpoiL_9rFww?view_as=subscriber
- Participation and / or testimony at a local level:
 - Port of Portland Airport Committee on Accessibility - Participant
 - ODOT Committee - Participant

Public System Training and Support

OCB has continued to provide accessibility subject matter expertise to public partners to better facilitate opportunities for Oregonian's experiencing vision loss.

In its role as a core partner in the Workforce Innovation and Opportunity Act (WIOA), OCB has provided technical support and training to system partners to improve accessibility of public employment systems. During the first five quarters of 2021-2023 OCB engaged with the following:

- OCB has leveraged its position as a state subject matter expert for accessibility related to vision loss to provide support and training for other state of Oregon and other public serving entities, such as:
 - Oregon State Hospital: OCB provided demonstrations and training to staff on how to integrate accessible and adaptive technology to better recruit and retain potential and existing employees who experience vision loss.
 - DHS: OCB continued working with DHS in providing accessibility technical assistance to Oregon Department of Human Services, and its software vendors as DHS implements the ONE Case Management System. Provided accessibility consulting for DHS Discovery process.
 - ODDS: OCB provided accessibility consulting for online services system.

- OED: Provided accessibility consultation for online employer payroll system.
- Multnomah County Elections: OCB worked with Multnomah County to assist with creating accessible voting guidelines and to address issues around signatures and attestation for Oregon voters experiencing vision loss.
- Oregon Lottery: worked collaboratively to create first of a kind Braille plates for Lottery devices.
- Oregon Department of Veteran's Affairs: OCB continued to provide accessibility technical support to Department of Veteran's Services software systems.
- DAS Workday Payroll: OCB staff and leadership joined the workday Payroll Team in problem solving accessibility for the shift to online payroll reporting. Workday is built on an accessible platform. However, the flow of each individual process can break accessibility depending on the coding. OCB has continued to work directly with the WorkDay team to improve accessibility for screen reader users.

Staff Training

OCB tracks staff Career Development hours as part of its internal performance management system. OCB sets internal targets that are monitored by the management team and discussed for performance variation at quarterly performance review meetings. The agency Executive Director owns the measure attached to Career Development and drives its performance. Annual agency wide trainings 2021-2023 Biennium included, but are not limited to:

- Ethics
- Measurable Skills Gains/Credential Attainment
- Self-Care
- Career Pathways/ICAP
- Cerebral Visual Impairment
- Conflict De-Escalation
- Adult Learning
- Diabetes and VR

- LGBTQIA+ Awareness
- Apprenticeship and Pre-Apprenticeship
- Cultural Competence and Community of Practice

Operations and Accessibility

During 2021-23 Biennium, OCB continued to review various areas of the agency for accessibility and accessibility improvements. OCB's State website is continually updated for accessibility for persons with disabilities and is rated the highest for accessibility by the State. As mentioned previously, OCB acts as a resource for other State Agencies for accessibility consultation for communications and operations. OCB is committed to constantly improving the accessibility of its services and systems.

Progress Made or Lost Since Previous

Biennium

The agency saw a slight increase in people of color and people with disabilities since the last biennium. Although there was a decrease in hiring women, management positions continue to be majority-held by women. Here are the key findings:

The agency has held or slightly increased the numbers of women, people of color and people with disabilities since the last biennium.

Progress:

- The total number of women employed went from 44 out of 61 or 72.13% - to 40 out of 68 or 58.8%
- Maintained the number of executive management positions held by women: four out of six.
- Increased the number of people of color from six to seven.
- Held steady the number of people with disabilities at nine.

Demographic Analysis

Agency Leadership: Director

Agency Director by Racial Category and Gender

Racial Categories	Female	Male
American Indian/Alaska Native	0	0
Asian	0	0
Black/African American	0	0
Hispanic	0	0
Native Hawaiian/Other Pacific Islander	0	0
Two Or More Races	0	0
White	1	0
Totals	1	0

Agency Leadership: Executive

Agency Executives by Racial Categories & Gender

Racial Category	Female	Male	All	Pct.
American Indian/Alaska Native	0	0	0	0.00%
Asian	0	0	0	0.00%
Black/African American	0	0	0	0.00%
Hispanic	0	0	0	0.00%
Native Hawaiian/Other Pacific Islander	0	0	0	0.00%
Two Or More Races	0	0	0	0.00%
White	3	2	5	100.00%
Totals	3	2	5	100.00%

Agency Executives by Race & Gender

Race	Female	Male	All	Pct.
POC	0	0	0	0.00%
White	3	2	5	100.00%
Totals	3	2	5	100.00%

Agency Executives by Reported Disability & Veteran's Status, and Racial Categories

Racial Category	Female			Male		
	Disability Reported	Veteran	All	Disability Reported	Veteran	All
American Indian/Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black/African American	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0
Two Or More Races	0	0	0	0	0	0
White	1	0	1	1	1	2
Totals	1	0	1	1	1	2

Supervisors

Agency Supervisors by Racial Categories & Gender

Racial Category	Female	Male	All	Pct.
American Indian/Alaska Native	0	0	0	0.00%
Asian	0	0	0	0.00%
Black/African American	0	0	0	0.00%
Hispanic	0	0	0	0.00%
Native Hawaiian/Other Pacific Islander	0	0	0	0.00%
Two Or More Races	0	0	0	0.00%
White	0	2	2	100.00%
Totals	0	2	2	100.00%

Supervisors by Reported Disability & Veteran's Status, and Racial Categories

	Female			Male		
Racial Category	Disability Reported	Veteran	All	Disability Reported	Veteran	All
American Indian/Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black/African American	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0
Two Or More Races	0	0	0	0	0	0
White	0	0	0	0	0	0
Totals	0	0	0	0	0	0

Affirmative Action/Diversity, Equity, Inclusion and Accessibility Plan 2023-25

Workforce Tables

Agency: Racial Representation by Job Classification:

Job Categories		American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islanders	Two or more races	White	Do not wish to answer
	Total Emp	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %
Administrative Support	16	0 0.0%	0 0.0%	1 6.7%	0 0.0%	0 0.0%	1 6.7%	3 80.0%	1 6.7%
Officials and Administrators	6	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6 100.0%	0 0.0%
Paraprofessionals	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%	0 0.0%
Professionals	44	1 2.4%	2 4.8%	0 0.0%	1 2.4%	0 0.0%	1 2.4%	39 88.1%	1 2.4%
Service	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Skilled Craft Workers	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Technicians	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Totals	68	1	2	1	1	0	2	56	2

Racial Category	Female		Male	
	Actual	Pct.	Actual	Pct.
American Indian/Alaska Native	2	2%	0	0.0%
Asian	2	4.0%	0	0.0%
Black/African American	1	2.0%	0	0.0%
Hispanic	0	2.0%	0	0.0%
Native Hawaiian/Other Pacific Islander	0	0.0%	0	0.0%
Two Or More Races	2	4.0%	0	0.0%
White	37	86.0%	18	100.0%
Totals	44	100%	18	100.0%

Promotions

Supervisor Promotions by Race and Gender

Note: OCB had no supervisory or non-supervisory promotions during the plan reporting period.

	Female			Male			All
Racial Categories	Reported Disability	Veteran	Agency Workforce	Reported Disability	Veteran	Agency Workforce	Agency Workforce
American Indian/Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black/African American	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0
Native Hawaiian/Hawaiian/other Pacific Islander	0	0	0	0	0	0	0
Two Or More Races	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0
Agency Totals	0	0	0	0	0	0	0

Non-Supervisor Promotions by Race and Gender

	Female			Male			All
Racial Categories	Reported Disability	Veteran	Agency Workforce	Reported Disability	Veteran	Agency Workforce	Agency Workforce
American Indian/Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black/African American	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	0
Two Or More Races	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0
Agency Totals	0	0	0	0	0	0	0

Progress on Goals from OCB's 2021-2023 Affirmative Action Plan

Issue#1: Recruiting diverse candidates.

Goal: Enhance recruitment efforts locally, regionally, and nationally for all vacant positions, with the intent to attract a diverse applicant pool when a vacancy occurs.

Implementation Strategies: OCB will work with the Governor's DEI office to identify and conduct outreach to organizations and entities that are likely to increase diverse recruitment. OCB's DEI representative will work with OCB's management team and human resources at the state to make this happen. Efforts will be reported and discussed prior to and after each recruitment opportunity. OCB will evaluate language in the job posting and effectiveness in attracting diverse applicants the sources will provide. OCB will share this goal with academic partners who act as a pipeline for OCB's specialized staff and collaborate to improve the desired outcomes.

Measures: Increase in number of diverse applicants and hires.

Actual Outcome: OCB has remained unchanged in its recruitment of diverse candidates with no increase since it's last report. OCB worked with its HR recruitment partner to expand sources of recruitment to target applicants from diverse backgrounds. OCB did not engage in other, planned implementation strategies. Mitigating factors include the COVID Pandemic and accompanying impacts on the overall labor market and associated challenges with recruitment.

Issue#2: OCB received feedback from the 2019 Comprehensive Statewide Needs Assessment (CSNA) that OCB's consumers and partners have expressed concern that OCB does not promote its services and resources sufficiently to rural Oregonians.

Goal: OCB will increase and improve its outreach and education activities to rural Oregonians.

Measures: Using its internal performance management system OCB will track and record education and outreach activities in rural Oregon, as defined by the office of Rural Policy. Each quarter these efforts will be reviewed, and additional strategies employed as appropriate to achieve this goal. Targets will be applied to the number of activities, with the goal of increasing the raw number of rural outreach and

education and adjusted as appropriate. Feedback from the next CSNA will provide additional input on success.

Implementation Strategies: OCB Business Relations Coordinators will identify rural outreach and education opportunities each month during regularly schedule team meetings and reach out to new and existing rural partners to schedule activities. OCB will continue to use Constant Contact and other communication channels to target content to rural partners. The Workforce Innovation Manager will guide and direct this work, and report back to OCB's leadership team.

Actual Outcome: OCB began using Oregon Health Authority definitions and Zip Codes to track numbers of urban versus rural outreach and engagement activities in its internal performance management system. This tracking has occurred over 8 quarters and is assigned performance targets. OCB staff engaged in outreach and education record activities in our AWARE Case Management/Data system and data is aggregated and shared quarterly. This is in the beginning stages of data collection so we are still working on setting the appropriate ranges and targets.

Issue #3: The Governor's Office has made it a priority for the state's agencies and staff to promote the values and benefits of Diversity, Equity and Inclusion in hiring, retention, and promotion of the state of Oregon's workforce.

Goal: OCB will explore and pilot the use of new tools and training opportunities for staff and managers around equity and inclusion.

Outcomes: OCB staff will receive focused training opportunities on subjects such as implicit bias through resources such as the Windmills curriculum, resulting in an enhanced understanding of the impact of implicit bias on services to clients and businesses and on hiring and retention processes. OCB leadership will incorporate DEI thinking into policy and funding decisions and will pilot the use of an Equity Lens in upper-level decision making.

Measures: OCB will report that all staff have been provided the opportunity to take part in the Windmills Implicit Bias training. OCB will also investigate, deliver, and document other DEI related training and development activities as appropriate. OCB leadership will investigate and pilot the use of an Equity Lens for higher level decision making. These efforts will be documented and evaluated quarterly for effectiveness and incorporation into agency processes.

Implementation Strategies: A Windmills curriculum-based training opportunity focusing on implicit bias will be coordinated, scheduled, and offered to all OCB staff.

This training will include a follow up survey on the training's effectiveness and suggestions for improvement. The OCB leadership team will discuss and pilot the use of an Equity Lens or other tools to intentionally incorporate the focus of the Governor's efforts on DEI into agency processes. OCB's management team will work with their assigned teams to answer questions, ensure participation, and handle any follow up or support. OCB will review all staff DEI training with its Human Resources Partner.

Actual Outcome: OCB successfully provided Windmills implicit bias training for all staff and followed up with a Cultural Competence training series and accompanying community of practice. OCB is in process of arranging/scheduling additional Cultural Competence training for agency staff related to trauma informed care, co-occurring disabilities/barriers, LGBTQ, implicit bias, intersection of disability/culture/identity, and other topics identified by staff and/or leadership as needs/ concerns arise.

July 1, 2023 – June 30, 2025

Issues/Goals/Outcomes/Measures/

Implementation

OCB's Affirmative Action Plan Goals

2023-2025

Issue#1: OCB does not currently include language about Affirmative Action/DEI goals/objectives in its management position descriptions. OCB will work with our DAS HR Partner to explore the development and inclusion of this element as appropriate. We understand that efforts are being made to incorporate this language as a state-wide effort and we are committed to contributing to and adopting language as it is approved/adopted by the state.

Goal: Include language about OCB Affirmative Action or DEI strategies in management position descriptions.

Outcomes: OCB creates language in management recruitment materials that helps create a more diverse applicant pool for OCB management positions.

Measures: Management position descriptions are verified to include language about Affirmative Action plans. OCB will observe an increase in the numbers of diverse applicants and hires in OCB management positions through Workday recruitment and DEI Dashboard tools.

Issue #2: Candidates for OCB's highly specialized staff are educated and professionally developed in limited/highly specialized settings. This makes diversity recruitment efforts more challenging.

Goal: Gain a better understanding of sources and strategies for recruiting diverse candidates for OCB's specialized CR positions.

Outcomes: OCB developed a strategy for improving recruitment goals of specialized staff. Specialized positions include but are not limited to: Vocational Rehabilitation Counselors and Orientation and Mobility Specialists (Masters level/certified staff), Independent Living Instructors (instructors able to teach Braille, assistive technology, specialized/adaptive blindness skills related to daily living, etc.).

Measures: formation of a workgroup and creation of strategies and resources to contact and connect with diverse candidates for OCB's specialized positions.

Issue #3: OCB staff need on-going opportunities for training around DEI strategies and issues specifically related to the population we serve (all areas of diversity with an intersection with blindness/low vision).

Goal: Create a workgroup to develop a resource bank and calendar for DEI related education and training opportunities for OCB staff. The group will investigate and share training opportunities with OCB staff.

Outcomes: An OCB Workgroup will develop a DEI focused training calendar for CB staff.

Measures: OCB annual DEI training calendar created.

Management

Position Descriptions: OCB does not currently include language about Affirmative Action or DEI goals or objectives in its management position descriptions. OCB will work with our DAS HR Partner to explore the development and inclusion of this element as appropriate in all recruitments moving forward. **We understand that efforts are being made to incorporate this language as a state-wide effort and we are committed to contributing to and adopting language as it is approved/adopted by the state.**

Succession Plan: OCB has not completed a formal succession plan, nor filed it with the State or Oregon's Office of Affirmative Action Office. OCB's Executive Team will explore and investigate the processes for succession plan development in the coming biennium.

Diversity, Equity, Inclusion and Accessibility

The Commission for the Blind is proud to be representing the State of Oregon as one of the agency equity leaders to promote education and move forward the DEI&A movement in our state.

Why We Include Accessibility:

Because of our work specializing in blindness rehabilitation, we have added a particular emphasis on disability and accessibility. Disability is part of the human experience and is reflected in all communities. If you experience blindness, accessing information and navigating your environment can pose a barrier to inclusion. Navigating online platforms to search for a job or accessing public services are examples of how challenges with accessibility may lead to underrepresentation of individuals with disabilities in the workplace as well as in the community at large.

Strategy focus area: Community Engagement

Centered around the agency's 2022-25 Strategic Plan, with the input of stakeholders and staff, and under the leadership of the Commission board, we identified service equity as a strategic priority. In essence, we want to ensure that all Oregonians throughout Oregon have access to culturally responsive services that allow them to reach their employment and independent living goals that include:

Service Equity Through Statewide Access: All Oregonians who experience vision loss, no matter where they live in Oregon, should have access to vocational rehabilitation and independent living services so they may reach their employment and independent living goals. Oregonians in rural and remote communities should know how to connect with our regional office locations to meet their needs.

Service Equity Through Inclusive Service Delivery: All Oregonians should have equitable access to services regardless of race, age, gender, ethnicity, sexual orientation or gender identity. All communities should be represented in the clients that we serve, and the individuals served should be a reflection of Oregon's population.

Service Equity Through Increased Visibility: Anyone who needs access to services should know about our agency and the services we provide. As the only agency that provides rehabilitation and independent living services for individuals who are blind in Oregon, it is essential that all Oregonians who could benefit from our services know who we are and the services available to benefit their lives.

Our challenge in this area is that, with limited staff capacity, we must create a targeted approach based on data in order to reach unserved, underserved, and underrepresented communities. This includes breaking down some of the geographical barriers that exist for Oregonians residing in rural and remote communities who may have transportation and technology/access barriers.

Strategy focus area: Budget

In preparation for the 23-25 budget development process, the agency, under the leadership of the Commission for the Blind board launched a comprehensive strategic planning and budget development process that took place over several meetings beginning the Summer of 2021 and lasting through June 2022.

This process involved engagement of the Governor appointed Commissioners representing citizens who are blind, employers, education, optometry, the National Federation of the Blind of Oregon and the American Council of the Blind of Oregon. This process included a series of public input opportunities inviting stakeholders, as well as agency staff to offer input into the Strategic Plan and budget development process. The Agency Request Budget was created to reflect the input from the stakeholders and staff, under the Leadership and guidance of the Commission for the Blind board.

As the only state agency that provides specialized services to Oregonians who are blind, the agency proposed to enhance access to service delivery across Oregon, improve wrap around services to support individuals enrolled in programs within the agency, and to improve access and design of statewide information technology systems.

Expanding Access to OCB Services

The agency proposed to expand our capacity to reach out to unserved and underserved communities through dedicated resources that focus on public

education/outreach activities throughout Oregon. This would support our efforts to ensure we are reaching unserved/underserved populations who have traditionally not sought rehabilitation services from the agency, whether to return to work or maximize their independence in their homes and communities. Dedicated resources would help us ensure that all Oregonians are able to connect with the agency to seek and obtain services when they are ready and able to engage.

Information and Referral

Once Oregonians who are blind come through our doors, they continue to have the same needs as other Oregonians, yet they often experience programmatic and access barriers that prevent seeking support including lack of housing and childcare, education and training, mental health, food assistance, etc. The agency proposed to establish resources to support existing clients who need to connect with available community services so they may maintain their focus on their vocational and independent living goals by ensuring they have access to critical wraparound services that are essential to their success (housing, mental health counseling, food resources, unemployment and job seeking services, benefits counseling, etc.).

Improving Accessibility/Universal Design

The agency proposed to be part of the solution to offer specialized consultation services in areas that we are uniquely qualified to perform to expand accessibility/usability of statewide systems. As a specialized agency that employs specialized staff who are trained and well-versed in accessible technology for individuals who are blind, we recognize that we could make a significant contribution to the accessibility and usability of statewide systems and expand resources that are available for accessibility consulting within state government. The goal would be to offer front-end consultation in the design phase to increase the overall accessibility and usability of systems.

As the State of Oregon improves the usability/accessibility of our applications and systems, we are also expanding opportunities for individuals who are blind and are job seekers entering the workforce, as well as end-users who access statewide systems. This increased capacity would support statewide modernization projects and associated updates as well as agency-specific projects on an availability basis.

Expanding Older Blind Services and Support for Seniors Who Experience Vision Loss

As Oregon's population ages, so do the number of Oregonians who experience age-related vision loss and the need for dedicated resources to provide funding for Independent Living Service clients for canes, basic low vision tools and aids and adaptive devices for seniors who are unable to purchase these for themselves and provide dedicated funding for interpreters to expand/improve access to independent living services (foreign language, sign language, protactile).

As a small agency with a specialized mission, our service delivery system relies heavily on having an engaged and proficient team of professionals to perform the work. As the only agency in Oregon dedicated to providing specialized services to Oregonians who are blind, it is essential that our staff remain abreast of the current best practices and trends in their areas of expertise. This ensures that Oregonians who are blind receive state-of-the-art services comparable to other regions in the United States. If approved, this would have a two-fold benefit to the agency and Oregonians who are blind:

- Ensure our customers are receiving the most current training specific to blindness; and
- Support the retention efforts of staff who remain committed to their professional development and are supported by the agency to do so.

Strategy Focus Area: Data

The agency is committed to applying our resources based on where data shows they are most needed and effective. To that end, the agency completes a Comprehensive Statewide Needs Assessment every 3 years, describing the rehabilitation needs of individuals with disabilities residing within the State, particularly the vocational rehabilitation services needs of individuals with the most significant disabilities, including their need for supported employment services; people of color with disabilities and individuals with disabilities who have been unserved or underserved by the Vocational Rehabilitation program.

In this effort, our agency is committed to use data for culturally and linguistically responsive communications and to target resources in unserved and underserved communities across the state.

Strategy focus area: Communications

As a specialized agency, we are diligent in our efforts to ensure that Oregonians know who we are and what we do. Anyone who needs to access our services may reach us in a manner convenient for them. Any business or community partner understands that Oregonians who are blind are capable and competent members of the community who want the same things as their neighbors – a good job, a safe home and thriving community, access to healthcare and resources, and freedom to pursue the life of their choosing. The following core elements are integral to our success:

- Vision care and medical professionals appropriately refer qualifying patients to our services;
- Employers and hiring managers embrace recruitment of job candidates who are blind and contact us to provide adaptive technology to enable the individual to perform their role (reducing stigma and bias in the workplace and public); and
- Governmental and nonprofit social and service agencies are familiar with our services so they may engage with and rely on us when needed.

Where we are going next:

Under the guidance and leadership of our commissioners, this plan will guide the Agency in utilizing resources effectively and efficiently to generate high quality outcomes that benefit all Oregonians who are blind. This plan provides the framework to address challenges and opportunities through targeted resource allocation and informed decision-making to ensure that the agency is investing now to build a stronger, fairer, and more equitable Oregon where everyone can thrive.

Appendix A – State Policy Documentation

http://www.oregon.gov/gov/policy/Documents/State_Affirmative_Action.pdf

1. ADA and Reasonable Accommodation Policy (*Statewide Policy 50.020.10*).
2. Discrimination and Harassment Free Workplace - (*Statewide Policy No.50.010.01*)
3. PENDING FINAL APPROVAL: Statewide Workforce Learning and Development (Statewide policy 10-040-01) from Employee Development and Implementation of Oregon Benchmarks for Workforce Development (*Statewide Policy 50.045.01*) Veterans Preference in Employment (*105-040-0015*)
4. Equal Opportunity and Affirmative Action Rule (*105-040-0001*)
5. Executive Order 17-11

Appendix B – Federal Documentation

http://www.oregon.gov/gov/policy/Documents/Federal_Affirmative_Action_TitleVII.pdf

1. Age Discrimination in Employment Act of 1967 (ADEA)
2. Disability Discrimination Title I of the Americans with Disability Act of 1990
3. Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964
4. Genetic Information Discrimination Title II of the Genetic Information Non-discrimination Act of 2008 (GINA)
5. National Origin Discrimination Title VII of the Civil Rights Act of 1964
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

Appendix C – Agency Affirmative Action Plan

Appendix D – Additional Federal Documentation

Agency Specific Federal Reporting

ED(RSA)-7-OB Form

Grant: Independent Living Services for Order Individuals who are Blind

OCB reports each fiscal year in the RSA-7-OB report on the agency staff agency that worked in the federal grant. Specifically, in Part II: Staffing, the following data is reported:

- Full-time Equivalent Program Staff
- Employed or Advanced in Employment
 - Total number of employees with disabilities, including blindness or visual impairment
 - Total number of employees who are blind or visually impaired *and* age 55 and older
 - Total number of employees who are members of racial/ethnic minorities
 - Total number of employees who are women
 - Total Number of employees who are ages 55 and older

<https://www2.ed.gov/rschstat/eval/rehab/rsamis/rsa-7-ob-instructions.pdf>

Executive Order 11246 (OFCCP regulations) – Equal Employment Opportunity

The Executive Order prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal

opportunity is provided in all aspects of their employment. Additionally, Executive Order 11246 prohibits federal contractors and subcontractors from, under certain circumstances, taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or the pay of their co-workers.

https://www.dol.gov/ofccp/regs/compliance/ca_11246.htm