



Oregon

Tina Kotek, Governor

Board of Dentistry

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Oregon Board of Dentistry Affirmative Action Plan 2025 – 2027 Biennium

At the Oregon Board of Dentistry (OBD), we are committed to equal opportunity and providing a workplace free of discrimination and harassment based on race, color, sex, marital status, sexual orientation, religion, national origin, age, mental or physical disability, or any reason prohibited by state or federal law. We are also committed to the right of any employee to work and advance on the basis of merit, ability, and potential. We believe that all of us at the OBD are responsible for creating and contributing to an inclusive and professional work environment. To help ensure the effective implementation of our policy statements and the success of our 2025-2027 biennium goals, the OBD will work with our DAS CHRO Human Resources Partner and our Board to monitor implementation and ongoing effectiveness, adjusting as necessary. We are dedicated to finding new ways to foster staff and board diversity and promote an inclusive and professional work environment.

I am pleased to share the OBD's Affirmative Action Plan for the 2025-2027 Biennium. This report was finalized in conjunction with the compilation of the OBD's 2025-2027 Agency Request Budget in the summer of 2024.

Sincerely,

Stephen Prisby
OBD Executive Director

The Mission of the Oregon Board of Dentistry is to promote quality oral health care and protect all communities in the State of Oregon by equitably and ethically regulating dental professionals.

OREGON BOARD OF DENTISTRY
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**Affirmative Action Plan
2025 – 2027 Biennium**

AGENCY MISSION

The Mission of the Oregon Board of Dentistry is to promote quality oral health care and protect all communities in the State of Oregon by equitably and ethically regulating dental professionals.

AGENCY FUNCTION

The Oregon Board of Dentistry (OBD) is comprised of a ten member board and eight staff members. The Board Members are selected by the Governor and confirmed by the Senate. The staff members are state employees who were hired through the state of Oregon's HR employment system. The OBD utilizes outside HR support for all recruitment efforts. The authority and responsibilities of the Oregon Board of Dentistry (OBD) are contained in Oregon Revised Statutes Chapter 679 (Dentists & Dental Therapists), Chapter 680.010 to 680.205 (Dental Hygienists), and Oregon Administrative Rules, Chapter 818. These statutes charge the OBD with the responsibility to regulate the practice of dentistry, dental therapy and dental hygiene by enforcing the standards of practice established in statute and rule. The primary program activities are Licensing, Enforcement, Monitoring and Administration.

AGENCY REPRESENTATIVES

Agency Director

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Governor's Policy Advisor

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Affirmative Action Representative

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The OBD ensures that it creates and maintains a diverse and inclusive environment and organizational culture throughout the agency in keeping with the Office of Cultural Change (OCC) and The Governor's Office's (GO) policies. The BOLI and appropriate policies are posted in the office kitchen/break room. All staff are regularly updated on HR policies and information when distributed to the executive director.

The OBD's Policy Statement on affirmative action is:

"The Oregon Board of Dentistry affirms and supports the Governor's Affirmative Action Plan and is dedicated to creating a work environment which will attract and retain employees who represent the broadest possible spectrum of society including women, minorities and people with disabilities."

This policy applies to all employees and Board members of the OBD. This policy applies to all matters relating to hiring, termination, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of OBD services.

The OBD 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 job opportunities within the agency.

The OBD will also ensure that it provides an environment for all applicants and employees that is free from sexual harassment and intimidation, creating a professional workplace environment regardless of an individual's race, color, religion, gender, sexual orientation, national origin, age, or disability.

The OBD supports the spirit and letter of equal employment opportunity laws, rules and regulations, affirmative action concepts, and the right of all persons to work and advance based on merit, ability, and potential. OBD 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 applicant for employment is qualified.

The OBD is an autonomous agency, created by an act of the legislature in 1887, but it receives Human Resource services through an interagency agreement with the Oregon Medical Board's HR staff and overall support as a client agency of the Department of Administrative Services (DAS).

The OBD's 2022-2025 Strategic plan aligns with our agency's goals based on the State of Oregon's 2023-2025 Affirmative Action Plan. The OBD's DEI Plan, and this AAP, are all working in concert for the agency.

While the OBD was created by state laws, we seek to ensure that the OBD builds an organization that uses the concepts of diversity, equity, and inclusion (DEI), such as problem-solving, innovation, and organizational development, to create a workplace that is stronger, better functioning, and more dynamic, and that can deliver the best possible service to the people of Oregon.

2023-2025 PROGRESS REPORT

During the 2023-25 biennium, the OBD has continued to work toward meeting its affirmative action, diversity, equity, inclusion, and altruistic goals. It is embedded in our work, our managers and we believe we are adhering to all policies applicable and also working in the full spirit of its intent.

The worldwide Covid pandemic has finally subsided, and we were fortunate enough that no OBD

Staff experienced severe medical issues, deaths, quits or terminations. The Board members turned over due to the term limits on Board members. We welcomed six new Board members since 2022. These six were chosen by the Governor and confirmed by the Senate. We had turnover with two OBD employees moving over to sister state agencies and two new hires joining the OBD. One was from another state agency and one is new to state government service.

All the basic tasks and mission of the Board to license regulate and protect the public were accomplished. The OBD fulfilled its goal of initiating and completing strategic planning.

Employees are urged to cross-train whenever possible so that they may take advantage of those opportunities when they occur. The OBD's Executive Director promotes and encourages professional development training. OBD Staff have annually attended the DEI Conference and found great value in it.

2025-2027 OBJECTIVES

In the 2025-27 biennium, OBD will pursue the following strategies as the bedrock of its Affirmative Action Plan:

Strategy 1 – Engage the Racial Justice Commission and OCC:

Actions:

Attend Meetings.

Ensure all Executive Orders are being followed and implemented. Share employment opportunities with the Office of Cultural Change, Partners in Diversity, and other DEI minded organizations.

Strategy 2 – Strengthen Community Engagement

Actions:

Review current outreach processes.

Connect with professional associations, dental school, dental hygiene schools and dental therapy programs.

Educate staff and Board Members on affirmative action processes during staff and Board meetings.

The [OBD's 2022 – 2025 Strategic Plan](#) defines priorities in alignment with its statutory obligations and its mission - to promote quality oral health care and protect all communities in the State of Oregon by equitably and ethically regulating dental professionals.

A top priority in the strategic plan is: Community Interaction and Equity

- Increase ease of access to OBD services and information
- Ensure equity exists in investigation outcomes

Assign a dedicated staff member to this initiative to work with the executive director and advise Board on its efforts.

Strategy 3 - Increase Awareness of Diversity, Equity, and Inclusion among OBD Board Members and staff.

Actions:

Share and encourage participation by OBD staff in all DEI events and educational opportunities, such as the Annual DEI Conference.

Our strategies to revise and update our current processes, while encouraging the awareness of the importance of diversity, equity, and inclusion within our Board and staff, will be implemented

over the next biennium with the hopes of creating an inclusive working environment so that all OBD employees and Board members can thrive.

Strategy 4 – No Tolerance for Racism, Hate and Discrimination

Actions:

Revisit and Reinforce State HR Policies.

Provide additional training for staff and Board Members.

Encourage attendance at DEI Conference.

Investigations of Licensees that are unacceptable though may not violate the DPA will be reviewed closely to work with appropriate sister agencies for referral.

Complaint Options:

An individual who has interviewed for employment or has any complaint or grievance, may file a complaint with the Executive Director, Office Manager or the Board President.

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In addition, a person may go directly to DAS-CHRO for guidance and help if they choose to as well. All reported incidents will be investigated promptly, thoroughly, impartially, and discreetly in compliance with DAS Policy. Formal appeals/complaints may also be filed with the state's Affirmative Action Office; the Bureau of Labor and Industries; the Equal Employment Opportunity Commission (909 First Avenue, Ste. 400, Seattle, WA 98104-1061); or the United States Department of Labor, Office of Civil Rights.

The OBD adheres to policies and practice in effect by DAS. Subject Investigations of Human Resource Management Practices, Number 10.25.01, effective date 2/1/2019.

Succession Plan:

The OBD has a Succession Plan, which was reviewed, accepted and on file with DAS and available upon request.

Contracting:

The OBD has current contracts for IT and licensing process system. Due the small size of the agency, it has utilized DAS for support and service when conducting any procurement or contracting needs or work. During 2023-2025 no contracts or new procurement was undertaken by the OBD and none are planned for the 2025-2027 Biennium.

OBD Diversity, Equity & Inclusion Statement

OBD is committed to establishing, monitoring, and maintaining a diverse workforce, reflective of the population in the State of Oregon, where all employees are valued, treated fairly, and given opportunities to develop, thrive and feel that they truly belong. This is a commitment to an active program that provides equal opportunities for all persons regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. Every employee plays a part in our diverse workforce and inclusive work environment by being respectful and supportive, and by acting with integrity and respect to one another. Each person's skills, talents, knowledge, experiences, and personalities broaden the range of perspectives and approaches to conducting the work we do at OBD.

OBD can best promote excellence by recruiting, retaining, and accommodating a diverse group of

staff in an environment of respect that is supportive of their workplace success. This climate of diversity, inclusion and excellence is critical to successfully attaining our mission of contributing leadership and resources to increase the skills, knowledge and career opportunities of Oregonians.

The OBD is an equal-opportunity employer that is committed to a proactive role in the recruitment and selection process. The OBD will use diverse recruitment strategies to identify and attract candidates and establish interview panels that represent protected-class groups.

The OBD is committed to providing broad and culturally enriched training, career growth and developmental opportunities to all employees on an equal basis, enabling them to further advance and promote their knowledge, skills, and abilities and their value of diversity

The Affirmative Action Policy and Diversity & Inclusion Statement will appear on OBD's webpage. Additionally, OBD's plan will be provided to all new employees, posted in the employees' common area, and linked in OBD's quarterly newsletter. All OBD employees, with a higher emphasis of responsibility placed on management employees, are responsible for the implementation of the Affirmative Action Policy and Diversity & Inclusion in the workplace. Employees and Board members are expected to ensure that they are aware of the Affirmative Action Policy and Diversity & Inclusion statement and follow the policy and statement guidelines as it pertains to their work, especially during the hiring process.

An individual who has interviewed for employment, who believes they were denied employment based on any of the aforementioned discriminatory factors, may file a complaint with the Executive Director on behalf of the Board. All reported incidents will be investigated promptly, thoroughly, impartially, and discreetly. The investigator will notify the complainant in writing of the results of the investigation. Formal appeals/complaints may also be filed with the state's Affirmative Action Office; the Bureau of Labor and Industries; the Equal Employment Opportunity Commission (909 First Avenue, Ste. 400, Seattle, WA 98104-1061); or the United States Department of Labor, Office of Civil Rights.

Leadership Evaluation Report:

The OBD's Executive Director ensures that ORS 659A.012 is adhered to. It states that agencies are required to include in the evaluation of all management personnel the manager's or supervisor's effectiveness in achieving affirmative action objectives as a key consideration of the manager's or supervisor's performance. The OBD has two staff that meet management criteria: the Executive Director and the Office Manager.

The Executive Director has been held accountable by the Board with an annual performance review since 2015. The Executive Director was honored to be assessed in a 360-degree performance Evaluation in March 2024. The questions and comments related to affirmative action and diversity were all positive and in alignment with the Governor's expectations. These included feedback on how the director fosters and promotes an inclusive workplace environment (95% rated effective/very effective). The Executive Director has individual goals as well as directives from the Governor's Office, OBD Strategic Plan and shifting agency priorities. They include and are not limited to the following:

- Lead the agency on all diversity and equal opportunity efforts in conjunction with the Governor's executive orders and directives from the Racial Justice Commission to create a work environment which will attract and retain employees who represent the broadest spectrum of society.
- Foster and promote to employees the importance of a diverse and discrimination and

harassment free workplace. Participate in cultural diversity trainings, orientations, and be an example of cultural sensitivity.

- Meet as needed, with the Board's Office Manager to review equal employment opportunities, evaluate affirmative action and diverse work environment progress, and identify problems. Approve strategies and timetables for meeting goals.
- Annual performance reviews will include ratings on the Director's support and effectiveness of the agency's Affirmative Action Plan.
- Ensure incorporation of the Affirmative Action Plan, diversity, and inclusion responsibilities.
- Hold managers accountable for participating in and promoting affirmative action activities and for communicating this same responsibility to their subordinate supervisors and employees. The effectiveness of managers and supervisors in promoting the affirmative action activities, goals and objectives for OBD is included in their annual performance appraisals. ORS 659.025(1) states: To achieve the public policy of the State of Oregon for persons in the state to attain employment and advancement without discrimination because of race, religion, color, sex, marital status, national origin, handicap or age, every state agency shall be required to include in the evaluation of all management personnel the manager's or supervisor's effectiveness in achieving affirmative action objectives as a key consideration of the manager's or supervisor's performance."
- Work with the Human Resources Section to utilize State of Oregon procedures and rules in filling vacancies.
- Attend equal opportunity, affirmative action and other diversity and inclusion-related training in order to be informed of current issues.
- Display the Board's Affirmative Action Policy Statement and have available a hard copy of the Affirmative Action Plan in the office. An electronic copy of the Board's Affirmative Action Policy Statement will also be maintained on the OBD website.
- Act in a timely manner if they become aware of any Board employee engaging in any type of harassment.

Actions management personnel are implementing from the Strategic Plan to advance the AAP.

Monitoring work and progress on the OBD's 2022-2025 Strategic plan which includes this priority, goal & work: STRATEGIC PRIORITY C Community Interaction and Equity

The Oregon Board of Dentistry recognizes that systemic inequities exist in our society which have resulted in practices that have not always provided equitable access to dental care across our community. Protecting the Community has always been at the center of the Oregon Board of Dentistry Mission. Fairness and equity are imbedded in the OBD Values. The OBD believes it can do more to address the systemic inequities that have existed and ensure more fully that our mission and values apply to everyone.

- Communicate and market to reach the diverse communities within Oregon
- Increase ease of access to OBD services
- Ensure equity exists in Investigation outcomes
- Increase OBD Licensee, patient, and community understanding of OBD roles, responsibilities, and services

Work done to support AAP work and in alignment with this goal:

- Oregon DAS Office of Cultural Change invited to Aug 2022 Board Meeting.
- Engage the dental therapy community and added a regular standing Dental Therapy Rules Oversight Committee. (DAWSAC)

- Recognized and accepted comments & feedback from the dental assistant community on legislative and other issues. Dental Assistants are the most diverse oral health care providers and their status is not as elevated as dentists or dental hygienists.
- Implemented DAWSAC and fulfilling requirement to have regular meetings.
- OBD Tribal Relationship & Cooperation Policy sent to all board and staff members for review and acknowledgement.
- The 9 Tribes are annual invited and welcomed to participate at board and committee meetings (updated on email distribution list for all announcements). The Tribes also are on every regular board meeting agenda to participate and address the Board on any issue.
- The Board also updated rules to support cultural competence continuing education for all licensees.
- The Board also updated rules for healthcare interpreters, per OHA rules. These rules will more than likely be updated and refined further through the next few years.
- Tracking and measuring progress.

Next Steps & more work to do:

- Align OBD AAP & Diversity, Equity, and Inclusion plans to the guidance provided by the State of Oregon Racial Justice Council including more specific direction on rulemaking process and engagement of all communities in Oregon that are impacted by those rules.
- Enable OBD to take complaints in complainant's first language, this is being done now with assistance from the OHA and their resources. We need to fine tune this process.
- Create analysis of prior investigations, findings, and actions across Licensee demographics to frame equity-related data, to see if the OBD needs to change how it does things to support all communities better.
- Continue working with the Governor's Office and the Office of Cultural Change on best practices and attend meetings and workshops.
- Continue sharing updates with staff from the Governor's Office and DAS on information, policies and training offered on affirmative action and implementation of work.
- Incorporate AAP into the next strategic plan as the OBD will undertake strategic planning in 2026.