

# 2017-2019 Affirmative Action/Diversity & Inclusion Plan Guidelines

The Governor's Office of Diversity & Inclusion/Affirmative Action has developed guidelines for the Affirmative Action Plan to be used by all state agencies. The guidelines are consistent with the directives required by the Governor. (ORS 182.100, 243.305, 243.315, ORS 659, and 240.379 and Executive Order No. 16-09, Section 503 of the Rehabilitation Act of 1973.)

Each state agency will be required to develop and submit its Affirmative Action Plan to the Governor's Office of Diversity & Inclusion/Affirmative Action. Print copy is to be sent to the Governor's Office, PSB 126, 255 Capitol St. NE, Salem 97310. The electronic copy is to be emailed to [affirmative.action@oregon.gov](mailto:affirmative.action@oregon.gov).

The cover page should include:

1. Agency name
2. Biennium years
3. Agency logo or seal

All agencies will need to submit the first draft of their 2017-2019 Affirmative Action Plans by:

**SEPTEMBER 16, 2016 (FRIDAY)**

## I. Description of Your Agency

- A. Mission and Objectives
- B. Name of Agency Director/Administrator
- C. Name of Governor's Policy Advisor for your agency
- D. Name of Affirmative Action Representative
- E. Name and contact information for designated FTE with "diversity", "inclusion", "access", or "equity" in their working title
- F. Organizational Chart

## II. Affirmative Action Plan

- A. Agency Affirmative Action Policy Statement
- B. Agency Diversity & Inclusion Statement
- C. Training, Education, and Development Plan (TEDP)
  - i. Employees
  - ii. Volunteers
  - iii. Contractors/Vendors
- D. Programs (Please describe)
  - i. Internship Program(s)  
Please include Formal and/or Informal programs, as applicable
  - ii. Mentorship Program(s)  
Please include Formal and/or Informal programs, as applicable
  - iii. Community Outreach Program(s)  
May include, but not limited to, Career Fairs, Community Events/Festivals, Trade-specific events
  - iv. Diversity Awareness Program(s)
    - a. Agency-Wide Diversity Council
    - b. Employee Resource Groups (ERGs)/Affinity Groups
    - c. Diversity Presentations, Training and/or Activities
  - v. Leadership Development/Training Program(s)
    - a. EEO data of trainees
    - b. Results of development/training program

- E. Executive Order 16-09 Updates
    - i. Respectful Leadership Training (Diversity, Equity & Inclusion)
    - ii. [Statewide Exit Interview Survey](#)
    - iii. Performance Evaluations of all Management Personnel
  - F. Status of Contracts to Minority Businesses (ORS 659A.015)
    - i. Number of contracts with Minority, Disadvantaged, and/or Women-owned businesses
    - ii. If zero contracts were awarded to Minority, Disadvantaged, and/or Women-owned businesses, explain why.
- III. **Roles for Implementation of Affirmative Action Plan**
- A. Responsibilities and Accountability
    - i. Director/Administrators
    - ii. Managers and Supervisors
    - iii. Affirmative Action Representative
- IV. **July 1, 2015 - June 30, 2017**
- A. Accomplishments
  - B. Progress made or lost since previous biennium
- V. **July 1, 2017 - June 30, 2019**
- A. Goals for your Affirmative Action Plan
  - B. Strategies and timelines for achieving your goals
- VI. **Appendix A - State Policy Documentation** (*note: available as a single PDF to attach or link*)
- A. ADA and Reasonable Accommodation Policy (*Statewide Policy 50.020.10*)
  - B. Discrimination and Harassment Free Workplace - (*Statewide Policy No. 50.010.01*)
  - C. Employee Development and Implementation of Oregon Benchmarks for Workforce Development ( *Statewide Policy 50.045.01*)
  - D. Veterans Preference in Employment (*105-040-0015*)
  - E. Equal Opportunity and Affirmative Action Rule (*105-040-0001*)
  - F. Executive Order 16-09
- VII. **Appendix B – Federal Documentation** (*note: available as single PDF to attach or link*)
- A. Age Discrimination in Employment Act of 1967 (ADEA)
  - B. Disability Discrimination Title I of the Americans with Disability Act of 1990
  - C. Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964
  - D. Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
  - E. National Origin Discrimination Title VII of the Civil Rights Act of 1964
  - F. Pregnancy Discrimination Title VII of the Civil Rights Act of 1964
  - G. Race/Color Discrimination Title VII of the Civil Rights Act of 1964
  - H. Religious Discrimination Title VII of the Civil Rights Act of 1964
  - I. Retaliation Title VII of the Civil Agency Affirmative Action Policy
  - J. Sex-Based Discrimination Title VII of the Civil Rights Act of 1964
  - K. Sexual Harassment Title VII of the Civil Rights Act of 1964
- VIII. **Appendix C - Agency documentation in support of its Affirmative Action Plan**

To include but not limited to internal policies and procedures for implementation of Affirmative Action Plan goals, particularly around recruitment, retention, and development/advancement.

**IX. Appendix D – Additional Federal Documentation (if applicable)**

- A. Agency-specific Federal reporting requirements
- B. [Executive Order 11246 \(OFCCP regulations\)](#)

**2017-2019 Affirmative Action/Diversity & Inclusion Plan Timeline**

<b>Date</b>	<b>Item</b>	<b>Responsible</b>
<b>June 2016</b>	AAP Guidelines sent to all agency DI/AA/EEO representatives	Governor’s Office of Diversity & Inclusion/Affirmative Action
<b>June – August 2016</b>	AAP analysis & writing	All agencies
<b>July 2016</b>	4 <sup>th</sup> quarter EEO report released to agencies	DAS
<b>September 16, 2016</b>	1 <sup>st</sup> draft of AAP due to the Governor’s Office	All agencies
<b>September to November</b>	AAP Review	Governor’s Office of Diversity & Inclusion/Affirmative Action
<b>November 1-8, 2016</b>	AAP Review response sent to all agencies	Governor’s Office of Diversity & Inclusion/Affirmative Action
<b>December 30, 2016</b>	Final draft of AAP due to Governor’s Office	All agencies
<b>February 6, 2017</b>	AA Summary Report due to Governor	Governor’s Office of Diversity & Inclusion/Affirmative Action

## Governor's Office Policy Advisor Assignments

Policy Areas/Agencies	Policy Advisor	Phone
Accountancy, Board of	Vince Porter	503-378-5884
Administrative Services, Department of	Kristen Leonard	503-378-6548
Advocacy Commissions	Serena Stoudamire	503-378-8474
Affirmative Action	Nakeia Daniels	503-378-8271
Agriculture, Department of (except water quality)	Gabriela Goldfarb	503-378-6549
Agriculture, Department of (pesticides)	Gabriela Goldfarb	503-378-6549
Appellate Courts	Ben Souede	503-378-6246
Architect Examiners	Vince Porter	503-378-5884
Arts Commission, Oregon	Mary Moller	503-373-1686
Aviation, Department of	Karmen Fore	503-986-6545
Blind, Commission for the	Elana Pirtle-Guiney	503-378-5884
Business Development Department	Vince Porter	503-378-5884
Business Equity	Serena Stoudamire Wesley	503-378-8474
Chiropractic Examiners, Board of	Jeremy Vandehey	503-373-1558
Circuit Courts	Ben Souede	503-378-6246
Clemency (Pardons/Commutations)	Ben Souede	503-378-6246
Clinical Social Workers, Board of	Jeremy Vandehey	503-373-1558
Columbia River Gorge Commission	Lauri Aunan	503-378-6549
Construction Contractors Board	Elana Pirtle-Guiney	503-378-5884
Consumer and Business Services, Department of	Vince Porter	503-378-5884
Corrections, Department of	Heidi Moawad	503-378-6169
Counselors & Therapists, Bd. of Licensed Professionals	Jeremy Vandehey	503-373-1558
Court Procedures, Council on	Ben Souede	503-378-6246
Criminal Justice Commission	Heidi Moawad	503-378-6169
Cultural Trust, Oregon	Vince Porter	503-378-5884
Dentistry, Board of	Jeremy Vandehey	503-373-1558
Dieticians, Board of Licensed	Jeremy Vandehey	503-373-1558
District Attorneys	Heidi Moawad	503-378-6169
Diversity & Inclusion	Serena Stoudamire	503-378-8474
Early Childhood	Lindsay Capps	503-373-1558
Economic and Business Equity	Serena Stoudamire	503-378-5884
Economic Revitalization	Kate Sinner	971-273-8819
Education, Chief Education Office	Lindsay Capps	503-373-1558
Education, Department of	Lindsay Capps	503-373-1558
Emergency Management, Office of	Heidi Moawad	503-378-6169
Employment Department	Elana Pirtle-Guiney	503-378-5884
Employment Relations Board	Elana Pirtle-Guiney	503-378-5884
Energy, Department of	Ruchi Sathir	503-986-6545
Engineering and Land Surveying	Richard Whitman	503-986-6535

Environmental Quality, Dept. of (air quality / solid&haz)	Gabriela Goldfarb	503-378-6549
Environmental Quality, Department of (water quality)	Richard Whitman	503-986-6535
Executive Appointments	Mary Moller	503-373-1686
Executive Orders	Ben Souede	503-378-6246
Extraditions	Fran Lushenko	503-378-6246
Film and Video, Office of	Vince Porter	503-378-5884
Fish and Wildlife, Department of (except marine)	Brett Brownscombe	503-986-6535
Fish and Wildlife, Department of (marine)	Gabriela Goldfarb	503-378-6549
Forestry Department	Brett Brownscombe	503-986-6535
Geologist Examiners	Richard Whitman	503-986-6535
Geology and Mineral Industries, Dept. of	Lauri Aunan	503-378-6549
Government Ethics Commission	Gina Zejdlik	503-373-1565
Governor, Office of the	Kristen Leonard	503-373-1565
Health Authority, Oregon (environmental health)	Gabriela Goldfarb	503-378-6549
Health Authority, Oregon (except environmental health)	Jeremy Vandehey	503-373-1558
Health Licensing Office	Jeremy Vandehey	503-373-1558
Health Related Licensing Boards	Jeremy Vandehey	503-373-1558
Health Sciences University, Oregon	Jeremy Vandehey	503-373-1558
Heritage Commission, Oregon	Gabriela Goldfarb	503-378-6549
Higher Education Coordinating Commission	Lindsay Capps	503-373-1558
Housing and Community Services Dept., Oregon	Dani Ledezma	503-378-6169
Human Services, Department of	Dani Ledezma	503-378-6169
Indian Services, Commission on	Ben Souede	503-378-6246
Judicial Appointments	Ben Souede	503-378-6246
Judicial Department	Ben Souede	503-378-6246
Judicial Fitness and Disability, Comm. on	Ben Souede	503-378-6246
Justice, Department of	Ben Souede	503-378-6246
Juvenile Crime Prevention	Heidi Moawad	503-378-6169
Labor and Industries, Bureau of	Elana Pirtle-Guiney	503-378-5884
Land Conservation and Development, Dept. (except ocean/coast)	Richard Whitman	503-986-6535
Land Conservation and Development, Dept. (ocean/coast)	Gabriela Goldfarb	503-378-6549
Land Use Board of Appeals	Richard Whitman	503-986-6535
Lands, Department of State (except wave energy)	Richard Whitman	503-986-6535
Lands, Department of State (wave energy)	Gabriela Goldfarb	503-378-6549
Landscape Contractors' Board	Vince Porter	503-378-5884
Legislative Administration Committee	Ivo Trummer	503-378-6548
Legislative Assembly	Ivo Trummer	503-378-6548
Legislative Counsel	Ivo Trummer	503-378-6548
Legislative Fiscal Office	Ivo Trummer	503-378-6548
Legislative Revenue Office	Ivo Trummer	503-378-6548
Library, State	Lindsay Capps	503-373-1558
Liquor Control Commission, Oregon	Heidi Moawad	503-378-6169
Long Term Care Ombudsman	Jeremy Vandehey	503-373-1558
Lottery, Oregon State	Heidi Moawad	503-378-6169
Marine Board	Lauri Aunan	503-378-6549

Maritime Pilots	Gabriela Goldfarb	503-378-6549
Massage Technicians, Board of Licensed	Jeremy Vandehey	503-373-1558
Medical Examiners, Board of	Jeremy Vandehey	503-373-1558
Military Department	Heidi Moawad	503-378-6169
Mortuary and Cemetery Board	Jeremy Vandehey	503-373-1558
Naturopathic Examiners, Board of	Jeremy Vandehey	503-373-1558
Nursing Home Administrators	Jeremy Vandehey	503-373-1558
Nursing, Board of	Jeremy Vandehey	503-373-1558
Occupational Therapy Licensing Board	Jeremy Vandehey	503-373-1558
Office of Private Health Partnerships	Jeremy Vandehey	503-373-1558
Parks and Recreation Department	Lauri Aunan	503-378-5232
Parole and Post-Prison Supervision, Board of	Heidi Moawad	503-378-6169
Pharmacy, State Board of	Jeremy Vandehey	503-373-1558
Physical Therapist Licensing Board	Jeremy Vandehey	503-373-1558
Police, Department of State	Heidi Moawad	503-378-6169
Psychiatric Security Review Board	Jeremy Vandehey	503-373-1558
Psychologist Examiners Board	Jeremy Vandehey	503-373-1558
Public Broadcasting, Oregon	Mary Moller	503-373-1686
Public Defense Services Commission	Ben Souede	503-378-6246
Public Employees' Retirement System	Elana Pirtle-Guiney	503-378-5884
Public Safety Standards & Training	Heidi Moawad	503-378-6169
Public Utility Commission	Ruchi Sadhir	503-986-6545
Racing Commission	Heidi Moawad	503-378-6169
Radiologic Technology, Board of	Jeremy Vandehey	503-373-1558
Real Estate Agency	Vince Porter	503-378-5884
Revenue, Department of	Vince Porter	503-378-5884
Secretary of State	Elana Pirtle-Guiney	503-378-5884
Speech Pathology & Audiology, Board of	Jeremy Vandehey	503-373-1558
Supreme Court	Ben Souede	503-378-6246
Tax Practitioners, State Board of	Vince Porter	503-378-5884
Teacher Standards and Practices Commission	Lindsay Capps	503-373-1558
Telecommunications/Broadband	Vince Porter	503-378-5884
Transportation, Department of	Karmen Fore	503-986-6545
Treasurer, State	Vince Porter	503-378-5884
Tribal Matters (Gov't to Gov't Relations)	Ben Souede	503-378-6246
University System, Oregon	Lindsay Capps	503-373-1558
Veterans' Affairs, Department of	Cameron Smith	503-373-2383
Veterinary Medical Examining Board	Jeremy Vandehey	503-373-1558
Water Resources Department	Richard Whitman	503-986-6535
Watershed Enhancement Board, Oregon	Lauri Aunan	503-378-6549
Workforce Investment Board	Elana Pirtle-Guiney	503-378-5884
Youth Authority, Oregon	Heidi Moawad	503-378-6169